COMNAVREGSWINST 3440.1
OEM
1 2 JAN 2001

COMNAVREGSW INSTRUCTION 3440.1

Subj: REGIONAL EMERGENCY MANAGEMENT PROGRAM

Ref: (a) OPNAVINST 3440.16 (Series)
        (b) CINCPACFLTINST 3440.1 (Series)

Encl: (1) Regional Emergency Management Program Manual

1. Purpose. To provide a standard regional emergency management program, planning and execution responsibilities establish guidance and procedures for assistance to civil authorities in the event of civil defense, emergencies, disturbances and foreign disasters.

2. Cancellation. This is an original instruction created to standardize policy and procedures. The below listed documents and directives are canceled.

    a. COMNAVBASE San Diego OPLAN 6-92

    b. COMNAVBASESANDIEGOINST 2800.1

    c. COMNAVBASESANDIEGOINST 3440.20

    d. COMNAVBASESANDIEGOINST 3440.21

    e. COMNAVBASESANDIEGOINST 4630.4K

    f. COMNAVBASESANDIEGOINST 5530.5

    g. All COMNAVBASE San Diego emergency management related letters of appointment and designation.

3. Discussion. References (a) and (b) require the Commander, Navy Region Southwest to direct, manage and ensure compliance with the emergency management programs for all Navy commands and activities within the Commander, Navy Region Southwest area of responsibility. Enclosure (1) delineates the policies, procedures and compliance requirements.

4. Action. All Navy commands and activities within the Commander, Navy Region Southwest area of responsibility shall implement the policies and procedures of this instruction upon receipt. Sub-Regional Planning Agents shall distribute this

instruction to all Navy commands and activities within their area of responsibility.

F. R. RUEHE

Distribution:
NAF El Centro
NAS Fallon
NAS Lemoore
NAVAIRWPNSTA China Lake
NAVBASE Coronado
NAVBASE Point Loma
NAVBASE San Diego
NAVBASE Ventura County
NAVMEDCEN San Diego
NAVPGSCOL Monterey Bay
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PWC San Diego

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Record of Changes

RECOMMENDATIONS FOR CHANGES TO THIS INSTRUCTION MAY BE SUBMITTED TO THE REGIONAL OFFICE OF EMERGENCY MANAGEMENT FOR CONSIDERATION. SUCH RECOMMENDATIONS SHOULD LIST THE SPECIFIC PARAGRAPH IN THE BASIC PLAN OR ANNEX TO BE CHANGED, THE RECOMMENDED CHANGE, AND THE REASON FOR THE CHANGE.

CHANGE NUMBER	DATE OF CHANGE	CHANGE LETTER SERIAL NUMBER	DATE ENTERED	SIGNATURE

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Basic Plan

Organization and Responsibilities

1. **Discussion**

    a. The normal functions of Navy shore facilities and operations are at constant risk from the effects of natural disasters, accidents, civil disturbances and/or enemy attack. Any of these threats may result in an event that causes large loss of life, injuries, or loss of property to Navy facilities without warning. The surrounding civilian population may also be adversely affected. Emergency management planning must provide an effective organization and procedures for responding to those threats, and providing assistance to other federal, state or local agencies.

    b. After any major disaster, some or all of the following effects could exist:

        (1) Great loss of life and injury to the military and civilian population.

        (2) Extensive property damage.

        (3) Fire resulting from explosions, storms, earthquakes, and other destructive phenomena.

        (4) Standing water resulting from floods, storms, seismic sea waves, and other destructive phenomena.

        (5) Contamination resulting from nuclear, biological, or chemical accident or attack.

        (6) Lawlessness created by subversive activities, organized civil disobedience, riots, insurrections, or other civil disturbances.

2. **Policy**

    a. The primary responsibility of all Navy commands and activities within the Commander, Navy Region Southwest area of responsibility shall be to accomplish the command's assigned missions, tasks and functions.

b. All Navy commands and activities must have effective emergency management or self-help plans, as appropriate, to deal with disasters.

c. Sub-Regional Planning Agent's (SRPA's) outside the metro San Diego area are responsible for emergency management issues within their assigned geographic area of responsibility and must have effective emergency management plans to deal with disaster issues. Navy tenant commands and stand-alone activities outside the metro San Diego area must have effective self-help plans specifically designed to support the SRPA. All Navy commands within San Diego County (except NAVWPNSTA Seal Beach Det Fallbrook) must have effective self-help plans specifically designed to support the Regional Planning Agent (RPA).

d. It is the policy of the federal government to assist civil authorities in coping with civil disasters that may be of such severity that they exceed the capability of state and local governments to adequately respond or recover. In compliance with this policy, the Secretary of Defense has directed the military components to plan to assist civil authorities in civil defense, emergencies, and disturbances. All Navy commands and activities within the Commander, Navy Region Southwest area of responsibility must be prepared to employ or make available resources in support of this national effort.

3. **Organizational Structure**

a. Executive Agent for Military Support to Civil Authorities (MSCA), DOD Principal Planning Agent (PPA), Supported Commander in Chief (CINC), and Supporting DOD Chain of Command. The President has appointed the Secretary of the Army as the executive agent for MSCA. In the event of a declared federal emergency, the Commander in Chief, U.S. Joint Forces Command will function as the DOD PPA. One CINC would be declared the supported CINC and all other CINC's would potentially be supporting CINC's. The Commander, Forces Command (COMFORSCOM) will direct Fifth U.S. Army, headquartered at Fort Sam Houston, Texas, to plan, coordinate, and conduct MSCA operations in the Commander, Navy Region Southwest area of responsibility through the Defense Coordinating Officer (DCO). The pre-designated DCO for Navy Region Southwest is an Army O-6 headquartered with his staff at Travis Air Force Base, California.

b. Chief of Naval Operations (CNO) and Navy Principal Planning Agent (PPA). The Chief of Naval Operations (CNO) is responsible for managing the overall Navy MSCA program, and for preparing guidance for programs that support civil authorities during emergencies. The Commander in Chief, U.S. Pacific Fleet (CINCPACFLT) is the designated Navy Principal Planning Agent (PPA) for the Commander, Navy Region Southwest area of responsibility. During declared federal emergencies, CINCPACFLT reports to the Supported CINC.

Region Southwest is the designated RPA responsible for planning, coordinating, evaluating, and executing Navy response to emergencies or disasters for all Navy commands and activities within the States of California, Arizona, and Nevada, regardless of normal chain of command as indicated in Figure 1.

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                    │ Navy Region Southwest│
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  │        SRPA-1        │     │     │        SRPA-2        │
  │  NAVBASE Point Loma  │─────┤     │  NAVBASE San Diego   │
  │ and all tenant commands│   │     │ and all tenant commands│
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  ┌──────────────────────┐     │     ┌──────────────────────┐
  │        SRPA-3        │     │     │        SRPA-4        │
  │   NAVBASE Coronado   │─────┤     │ NAVWPNSTA Seal Beach │
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  │        SRPA-5        │     │     │        SRPA-6        │
  │     NAF El Centro    │─────┤     │   NAVBASE Ventura    │
  │ and all tenant commands│   │     │ and all tenant commands│
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  │        SRPA-7        │     │     │        SRPA-8        │
  │     NAS Lemoore      │─────┤     │   NAWS China Lake    │
  │ and all tenant commands│   │     │ and all tenant commands│
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  │        SRPA-9        │     │     │       SRPA-10        │
  │  NAVPGSCOL Monterey  │─────┤     │     NAS Fallon       │
  │ and all tenant commands│   │     │ and all tenant commands│
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Figure 1

    d.   Sub-Regional Planning Agent (SRPA). SRPA's are designated with specific duties and responsibilities delineated within this instruction. Depending on the extent of the emergency situation, and availability of surviving local commanders, a SRPA may be temporarily appointed by the RPA to assist with particular emergency circumstances.

    e.   Tenant Command/Stand Alone Activity. All Navy tenant commands and stand-alone activities shall support the RPA or SRPA as required.

f. Flag Commands. Unless otherwise directed, flag commands shall respond to requests for resources by the RPA on a not-to-interfere basis with their primary mission.

4. **Emergency Management Coordinators (EMC)**

a. All Navy commands and activities within the Commander, Navy Region Southwest area of responsibility shall appoint in writing an officer or equivalent civilian as the command EMC.

b. EMCs may be a full time or collateral duty assignment depending on the size and mission, tasks and function of the command.

c. The RPA and appropriate SRPA shall be notified of command EMC appointments and changes to appointments. Notifications must include work phone numbers, beeper numbers, e-mail and regular mail addresses, and length of assignments of the command EMC.

5. **Duties and Responsibilities**

a. Regional Planning Agent (RPA). The RPA shall:

(1) Develop, manage, and inspect a comprehensive regional emergency management program which coordinates people and resources to protect lives, property, and the environment of Navy Region Southwest using an all-hazards approach through mitigation, preparedness, response and recovery from disasters and emergencies in accordance with DOD, SECNAV, OPNAV, and CINCPACFLT directives, Executive Orders, and Presidential Declarations on all Navy commands and activities within States of California, Arizona and Nevada regardless of normal chain of command and resource sponsor.

(2) Lead the region in developing and maintaining a regional emergency management program that helps people protect themselves, their families, homes and businesses from all hazards. Specifically, the RPA shall:

(a) Build preparedness by ensuring an adequate plan is in place for the continuation of essential government functions during any emergency.

(b) Coordinate the regional response to disasters that exceed the capabilities of the local commands, and assist in their recovery.

(3) Reduce the loss of life and property, and protect Navy installations from all hazards by leading and supporting the Navy in a comprehensive, risk-based emergency management program of:

(a) Mitigation. Taking sustained actions, through education and training, to reduce or eliminate long-term risk to people and property from hazards and their effects.

(b) Preparedness. Building the regional emergency management program to effectively prepare for, mitigate against, respond to, and recover from any hazard by planning, training, and exercising.

(c) Response. Coordinating resource and logistic response to the Emergency Operations Center (EOC) and/or the Incident Command Post (ICP).

(d) Recovery. Providing logistic and resource support in rebuilding the Navy infrastructure so they can function.

(4) Be the regional single source and point of contact for all emergency management related issues within the region, including employing DON resources in support of civil emergencies, civil disturbances, civil defense emergencies, and foreign disasters.

(5) Communicate and coordinate with the PPA, other RPA's, Army, Air Force, Marine Corps, and Coast Guard commands, Type and Fleet Commanders, activity commanders, and federal, state, and local officials, as appropriate, for emergency management planning and execution.

(6) Establish a Regional Emergency Operations Center (EOC) and a mobile EOC capability based on the concepts of the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) in accordance with:

(a) U.S. Navy Planning, Design, and Physical Security Measures for Emergency Command Centers (May 1993 edition).

(b) NAVFAC P-80 titled Facility Planning Criteria for Navy and Marine Corps Shore Installations.

(c) NAVFAC P-355 titled Seismic Design for Buildings.

(d) MIL-HDBK-1002/1 titled Structural Engineering General Requirements.

(e) MIL-HDBK-1002/2 titled Loads.

(f) MIL-HDBK-1013/1 titled Design Guidelines for Physical Security of Fixed Land-Based Facilities.

(g) Federal Emergency Management Agency (FEMA) CPG-1-20 titled Emergency Operating Centers Handbook.

(7) Command, control and coordinate the regional response to actual emergencies and disasters that exceed the capabilities of the local commands, and assist in their recovery for all Navy commands and activities within the region.

(8) Coordinate the regional response to requests for assistance in all civil emergencies as directed by the Principle Planning Agent (PPA) for all Navy commands and activities within the region.

(9) Develop and provide a mobile EOC and/or a communications platform for special events and special operations for all Navy commands and activities within the region.

(10) Designate Sub-Regional Planning Agents (SRPA) as necessary to carry out a functional subregion-wide emergency management program.

(11) Review SRPA emergency management plans and tenant command self-help plans.

(12) Conduct emergency management assist visits on all SRPA within the region to assist in developing the overall local program.

(13) Develop and conduct emergency management exercises with all SRPA within the region to evaluate the overall regional program.

(14) Review and approve the procurement of all communications equipment (radios, pagers, 911 emergency reporting systems, etc.) for all Navy commands and activities within the region.

(15) Develop and periodically test a regional communications plan that is compatible with all military and civilian organizations tasked with emergency management responsibilities.

(16) Maintain a list of all radio frequencies assigned to all Navy commands and activities within the region. The list shall include transmit and receive frequencies, repeater locations where duplex systems are in use, and Continuous Tone Coded Squelch System (CTCSS) tones (also known as Private Line or PL tones). If a trunked system is utilized, talk groups will be included.

(17) Review all mutual aid support agreements and memorandums of understanding with local authorities and maintain copies of all such agreements for all Navy commands and activities within the region.

(18) Develop and maintain an automated data file of Navy resources for use in responding to and recovering from civil disasters for all Navy commands and activities within the region.

(19) Maintain a regional emergency management directives library to include all applicable directives and instructions, standard operating procedures, and operations plans for the RPA, and all tenant commands and activities within metro San Diego area.

(20) Conduct risk analysis surveys with the assistance of tenant commands that have experts in the field for each hazard that has been identified for all Navy commands and activities within the region.

(21) Develop and provide emergency management training to Regional EOC personnel, Navy Emergency Preparedness Liaison Officers (EPLO), emergency responders, military watch standers, and base staff personnel within the metro San Diego area.

(22) In conjunction with the military family housing office, develop and provide emergency management awareness training to military dependent personnel within the metro San Diego area.

(23) Plan, coordinate and supervise the activities and training of all Navy Emergency Preparedness Liaison Officers (EPLO) assigned to Navy Region Southwest by COMNAVRESFOR consistent with Title 10 USC Sections 12301 to 12321.

(24) Plan, coordinate and supervise the activities of all navy reserve units assigned to Navy Region Southwest by COMNAVRESFOR for the purposes of emergency management consistent with Title 10 USC Sections 12301 to 12321.

(25) Coordinate emergency management related issues with all Navy reserve centers and Navy recruiting offices within all Counties throughout the States of California, Arizona and Nevada.

b. Sub-Regional Planning Agent (SRPA)

(1) The following Navy commands and activities are designated as SRPA:

(a) SRPA-1. NAVBASE Point Loma is designated SRPA-1 and includes all Navy commands and activities currently or formerly known as SUBASE San Diego, FCTCPAC San Diego, FLEASWTRACEN San Diego, the FISC San Diego facility near the airport on Harbor Drive, the SPAWARSYSCEN San Diego complex, and all Navy tenant commands.

(b) <u>SRPA-2</u>. NAVBASE San Diego is designated SRPA-2 and includes all Navy commands and activities currently or formerly known as NAVSTA San Diego, SOUTHWESTNAVFACENGCOM San Diego, FISC San Diego, DFAS San Diego, NAVMEDCEN San Diego, PWC San Diego, Admiral Baker Field, and all Navy tenant commands.

(c) <u>SRPA-3</u>. NAVBASE Coronado is designated SRPA-3 and includes all Navy commands and activities currently or formerly known as NAS North Island, NAVPHIBASE Coronado, NOLF Imperial Beach, NRRF Imperial Beach, NALF San Clemente, RTS Warner Springs, Navy facility La Posta, and all Navy tenant commands.

NOTE: As a result of regionalization, all Navy commands and activities within the metro San Diego area, including SRPA's 1, 2, and 3, shall be considered tenant commands of the RPA for purposes of emergency management issues and comply with tenant command requirements specified elsewhere in this directive.

(d) <u>SRPA-4</u>. NAVWPNSTA Seal Beach is designated SRPA-4 and shall be responsible for all Navy commands and activities currently or formerly known as NAVWPNSTA Seal Beach, NWASTA Corona, NAVWPNSTA Seal Beach Det Fallbrook, and all Navy tenant commands at those locations.

(e) <u>SRPA-5</u>. NAF El Centro is designated SRPA-5 and shall be responsible for NAF El Centro and all Navy tenant commands at that location.

(f) <u>SRPA-6</u>. NAVBASE Ventura is designated SRPA-6 and shall be responsible for all Navy commands and activities currently or formerly known as NAS Point Mugu, CBC Port Hueneme, NALF San Nicholas, and all Navy tenant commands at those locations.

(g) <u>SRPA-7</u>. NAS Lemoore is designated SRPA-7 and shall be responsible for NAS Lemoore and all Navy tenant commands at that location.

(h) <u>SRPA-8</u>. NAVAIRWPNSTA China Lake is designated SRPA-8 and shall be responsible for NAWS China Lake and all Navy tenant commands at that location.

(i) <u>SRPA-9</u>. NAVPGSCOL Monterey is designated SRPA-9 and shall be responsible for all Navy commands and activities currently or formerly known as NAVPGSCOL Monterey, EFAWEST San Bruno, FLENUMMETOCCEN Monterey, NAVWPNSTA Seal Beach Det Concord, NAVCOMTELSTA San Diego Det Stockton, and all Navy tenant commands at those locations.

(j) <u>SRPA-10</u>. NAS Fallon is designated SRPA-10 and shall be responsible for NAS Fallon and all Navy tenant commands at that location.

(2) SRPAs outside the metro San Diego area shall coordinate all emergency management issues within their assigned sub-regional geographic area of responsibility. This shall include but not be limited to:

(a) Develop and manage a comprehensive sub-regional emergency management program which coordinates people and resources to protect lives, property, and the environment using an all-hazards approach through mitigation, preparedness, response and recovery from disasters and emergencies in accordance with DOD, SECNAV, OPNAV, and CINCPACFLT directives, Executive Orders, and Presidential Declarations, and this instruction on all Navy commands and activities within the sub-regional area of responsibility regardless of normal chain of command and resource sponsor.

(b) Develop and maintain a sub-regional emergency management program that helps people protect themselves, their families, homes and businesses from all hazards. Specifically, SRPA shall:

(1) Build preparedness by ensuring an adequate plan is in place for the continuation of essential government functions during any emergency.

(2) Coordinate the sub-regional response to disasters that exceed the capabilities of the tenant commands, and assist in their recovery.

(c) Reduce the loss of life and property, and protect Navy installations from all hazards by supporting the RPA in a comprehensive, risk-based emergency management program of:

(1) Mitigation. Taking sustained actions, through education and training, to reduce or eliminate long-term risk to people and property from hazards and their effects.

(2) Preparedness. Building the local emergency management program to effectively prepare for, mitigate against, respond to, and recover from any hazard by planning, training, and exercising.

(3) Response. Coordinating resource and logistic response to a sub-regional Emergency Operations Center (EOC) and/or Incident Command Posts (ICP).

(4) Recovery. Providing logistic and resource support in rebuilding the Navy infrastructure so they can function.

(d) Be the sub-regional single source and point of contact for all emergency management related issues within the region, including employing DON resources in support of civil emergencies, civil disturbances, and civil defense emergencies for all Navy commands and activities within the sub-regional area of responsibility.

(e) Communicate and coordinate with the RPA, local Army, Air Force, Marine Corps, and Coast Guard commands, and local officials, as appropriate, for emergency management planning and execution.

(f) Establish a local Emergency Operations Center (EOC) based on the concepts of the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) in accordance with:

(1) U.S. Navy Planning, Design, and Physical Security Measures for Emergency Command Centers (May 1993 edition).

(2) NAVFAC P-80 titled Facility Planning Criteria for Navy and Marine Corps Shore Installations.

(3) NAVFAC P-355 titled Seismic Design for Buildings.

(4) MIL-HDBK-1002/1 titled Structural Engineering General Requirements.

(5) MIL-HDBK-1002/2 titled Loads.

(6) MIL-HDBK-1013/1 titled Design Guidelines for Physical Security of Fixed Land-Based Facilities.

(7) Federal Emergency Management Agency (FEMA) CPG-1-20 titled Emergency Operating Centers Handbook.

(g) Command, control and coordinate the sub-regional response to actual emergencies and disasters and assist in their recovery for all Navy commands and activities within the sub-regional area of responsibility.

(h) Coordinate the sub-regional response to requests for assistance in all civil emergencies as directed by the RPA for all Navy commands and activities within the sub-regional area of responsibility.

(i) Review tenant command self-help plans and maintain copies of the plans.

(j) Conduct emergency management assist visits on all tenant commands within the sub-regional area of responsibility to assist in developing the overall local program.

(k) Develop and conduct exercises within the sub-regional area of responsibility to evaluate the overall SPRA emergency management program.

(l) Coordinate and forward to the RPA all requests for the procurement of all communications equipment (radios, pagers, 911 emergency reporting systems, etc.) for all Navy commands and activities within the sub-regional area of responsibility.

(m) Coordinate and forward to the RPA a list of all radio frequencies assigned to all Navy commands and activities within the sub-regional area of responsibility. The list shall include transmit and receive frequencies, repeater locations where duplex systems are in use, and Continuous Tone Coded Squelch System (CTCSS) tones (also known as Private Line or PL tones). If a trunked system is utilized, talk groups will be included.

(n) Develop and periodically test a sub-regional communications plan that is compatible with all local military and civilian organizations tasked with emergency management responsibilities as directed by the RPA.

(o) Coordinate and forward to the RPA all mutual aid support agreements and memorandums of understanding with local authorities within the sub-regional area of responsibility. Maintain copies of all approved mutual aid support agreements and memorandums of understanding with local authorities for all Navy commands and activities within the sub-regional area of responsibility.

(p) Develop and maintain an automated data file of Navy resources for use in responding to and recovering from civil disasters for all Navy commands and activities within the sub-regional area of responsibility.

(q) Maintain an sub-regional emergency management directives library to include all applicable directives and instructions, standard operating procedures, and operations plans for the SRPA, and all tenant commands and activities within the sub-regional area of responsibility.

(r) Conduct risk analysis surveys with the assistance of tenant commands that have experts in the field for each hazard that has been identified for all Navy commands and activities within the sub-regional area of responsibility.

(s) Develop and provide emergency management training to EOC personnel, emergency responders, military watch standers, and base staff personnel within the sub-regional area of responsibility. Maintain emergency management training records and advise the command on training requirements and status.

(t) In conjunction with the local military family housing office, develop and provide emergency management awareness training to military dependent personnel within the sub-regional area of responsibility.

(u) Establish a quarterly Emergency Management Review Committee (EMRC) to address and resolve emergency management related issues. The EMRC will be made up of the Emergency Operations Center (EOC) command and general staff, and Emergency Management Coordinators (EMC) from tenant commands and stand-alone activities.

c. Tenant Commands/Stand Alone-Activities.

(1) Tenant commands and stand-alone activities within the metro San Diego shall coordinate all emergency management issues and activity self-help plans with the RPA.

(2) Tenant commands and stand-alone activities outside the metro San Diego shall coordinate all emergency management issues and activity self-help plans with the appropriate SRPA.

(3) Tenant command and stand-alone activity coordination with the RPA or SRPA, as appropriate, shall include but not be limited to:

(a) Carry out all duties and responsibilities in accordance this instruction and as directed by the RPA or SRPA, as appropriate.

(b) Develop organizational emergency management self-help plans to support the RPA or SRPA, as appropriate, emergency management plans.

(c) Maintain direct liaison with the RPA or SRPA, as appropriate, to coordinate emergency management and disaster planning and operations.

(d) Participate in emergency management exercises as required by the RPA or SRPA, as appropriate.

(e) Report Navy requirements, resources, and forces availability and capabilities for support of emergency operations to the RPA or SRPA, as appropriate.

6. **Emergency Management Plans/Self-Help Plans**

a. Regardless of organization size or mission, tasks and function, all Navy commands and activities within the Commander, Navy Region Southwest area of responsibility shall have an emergency management or self-help plan, as defined in this instruction, designed to support the RPA or SRPA, as appropriate.

b. SRPAs shall develop emergency management plans for all Navy commands and activities and property within the geographic area of responsibility and mission specific responsibilities.

c. All SRPA emergency management plans will contain guidance and standard operating procedures for:

    (1) The command/activity EMC.

    (2) Local area EOC and DOC operations.

    (3) Incident Command Post (ICP) operations.

    (4) Communications.

    (5) Police/Security.

    (6) Fire.

    (7) Medical.

    (8) Safety.

    (9) Public affairs.

    (10) Humanitarian services.

    (11) Supply/Logistics.

    (12) Staff civil engineer/Facilities.

    (13) Search and Rescue (SAR).

    (14) Military Support to Civilian Authorities (MSCA).

d. All Navy commands and activities not specifically designated as a SRPA shall have a self-help plan for emergencies or disaster for all occupied buildings based on the format provided by the RPA.

e. All Navy commands and activities not specifically designated as a SRPA shall provide the below listed information to the RPA via the SRPA. Information will be provided annually or when changes occur in the format provided by the RPA. SRPA's shall consolidate inputs for all Navy commands and activities within their area of responsibility with their own data and forward the information to the RPA.

      (1) A database of resources and services available for emergencies and disasters.

      (2) A prioritized list of buildings to be restored in the event of a major disaster.

      (3) A planned population count of all military and civilian personnel for the following time periods:

         (a) 0600 to 1800 Monday through Friday.

         (b) 1800 to 0600 Monday through Friday.

         (c) 0600 to 1800 weekends and holidays.

         (d) 1800 to 0600 weekends and holidays.

      (4) A report of all emergency management related training conducted.

    f. All emergency management and self-help plans must contain an emergency response plan annex if the command maintains any hazardous materials as defined by the regional environmental organization.

    g. All emergency management and self-help plans must be reviewed and approved by the RPA prior to implementation.

    h. Assistance in developing command emergency management and self-help plans may be requested from the RPA.

7. **Concept of Operations**

    a. The objective of the Navy emergency management program is to protect and restore Navy mission capabilities following natural or man-made disasters. Critical to this objective is command survivability, which is essential to fleet support.

    b. Consistent with these priorities, all Navy commands and activities must be prepared to employ available resources to support national, regional, and local efforts to prevent or recover from disasters.

    c. Assistance to civil authorities will be determined by defense priorities as amplified in OPNAVINST 3440.16 (Series).

8. **Civil Emergency Planning**

a. Planning for civil emergencies will, as a minimum, consider an assessment of potential disaster scenarios, identification of special skills, equipment, and material required for specific contingencies, and development of procedures for employing these assets when required. To this end, all Navy commands and activities within the RPA area of responsibility shall:

(1) Be organized and prepared to safeguard personnel, facilities, and equipment.

(2) Conduct preparatory and emergency operations.

(3) Restore mission capabilities.

(4) Provide assistance to other federal organizations and civil authorities through the RPA or SRPA, as appropriate.

9. **Nuclear Weapons Accident/Incident Response**

a. The commander/commanding officer of the nearest U.S. military activity to the nuclear weapon accident/incident site will assume on-scene responsibility as soon as possible. The commander/commanding officer will take emergency action, within the limits of their capability, to minimize the initial effects/results of the incident. These emergency actions may include but not limited to:

(1) Rescue operations.

(2) Site security.

(3) Fire fighting.

(4) Initial Explosive Ordnance Disposal (EOD) operations.

(5) Radiation monitoring and control.

(6) Establishment of Command, Control, and Communications (C3I).

(7) Public Affairs activities.

b. The on-scene commander shall coordinate emergency operations with civil authorities and shall remain in charge of the accident site until relieved by the Response Task Force (RTF) commander in accordance with OPNAVINST 3440.15 (Series). The RTF commander has the authority to task Navy commands and activities within the region, as necessary, for nuclear weapons accident response/support.

10. **Naval Reserve Forces**

a.   Title 10 USC Sections 12301 to 12321 prohibit activation of naval reserve personnel for the purpose of emergency management, disaster recovery, or repatriation operations except when ordered to active duty as a result of presidential declaration.

b.   Reserve personnel may volunteer in lieu of scheduled training days. However, the volunteer reservist must sign a volunteer agreement to this effect. Pay status and active duty time will be adjudicated following completion of the mission. Reserve personnel who have completed 15 days of annual training are not eligible for voluntary recall.

c.   In accordance with DOD Directive 3025.16 (Series), Navy Emergency Preparedness Liaison Officer's (EPLOs) may be activated on order of the DOD Executive Agent, or as early as necessary by the Regional Planning Agent (RPA) to ensure an effective DOD response. Navy EPLOs assigned to Commander, Navy Region Southwest shall perform their duties in accordance with COMNAVRESFORINST 3000.1 (Series) and Annex H of this instruction.

11. **U.S. Marine Corps Participation**.   The Marine Corps Regional Planning Agent (MCRPA) is established at MCB Camp Pendleton.

12. **U.S. Coast Guard Participation**

a.   The U.S. Coast Guard has authority to operate independently by Public Law 93-288 (Disaster Relief Act of 1974) and functions under the Department of Transportation during peacetime.

b.   The Coast Guard may render aid to persons and protect and save property at any time and at any place at which Coast Guard facilities and personnel are available and can be utilized.

c.   In civil disturbances, the U.S. Coast Guard has particular tasks to perform as assigned by Section 8 of Title 1 to Public Law 92-340 (Ports and Waterways Safety Act of 1972). These include establishing water or waterfront safety zone or other measures for limited, controlled, or conditional access and activity when necessary for the protection of any vessel, structure, waters, or shore area within the United States.

13. **Law Enforcement**.   Title 18 USC Section 1385 (Posse Comitatus Act) prohibits military personnel from being employed to enforce or execute civil law except when specifically directed by the President.

14. **Waivers and Exceptions**

a.   Navy commands and activities unable to immediately comply with the requirements of this instruction may request a waiver or exception to a specific requirement. Short-term waivers may be granted for a period of 12 months while the command is coming into compliance. Long-term exceptions may be granted for a period of three years while the command is coming into compliance. There are no provisions for permanent exceptions.

b.   Waivers and exceptions to specific requirements of this instruction shall be requested by letter in the following format:

(1) Line 1. Waiver or Exception number written as N01234-W-001-99, N01234-E-002-99, etc.

Example: N01234: Navy UIC of requesting command.
W: Waiver ("E" for exception).
01:      1st waiver (or exception) request of the calendar year.
99:      1999 (year initial waiver/exception requested).

(2) Line 2. Statement of requirement and references to chapter, section, and paragraph in this instruction or higher directives that cite standards that cannot be met.

(3) Line 3. Specific description of condition(s) which caused the need for the waiver or exception and the reason(s) why applicable standards in this instruction cannot be met.

(4) Line 4. Description or identification of the affected facilities, areas, or function. Identify structures individually by building number.

(5) Line 5. Identify interim compensatory measures in effect or planned.

(6) Line 6. Describe the impact on the command mission and any problems that will interfere with safety or operating requirements if the waiver or exception is not approved.

(7) Line 7. Identify resources, including estimated cost, to eliminate the waiver or exception.

(8) Line 8. Identify actions initiated or planned (local capability or other) to eliminate the waiver or exception, and estimated time to complete.

(9) Line 9. Provide point of contact to include complete name, rank/grade, DSN and commercial phone numbers, and e-mail address.

c.   Requests for waivers and exceptions will be reviewed and approved by the RPA.

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex A

Logistics

1. **Discussion**

   a. Logistic planning in support of disasters must consider first the survival of the command. Logistic planning for disasters should, as a minimum, provide an assessment of potential disaster scenarios, develop emergency action procedures for each scenario, and identify special personnel skills, material, and equipment required to support these emergency actions. Logistics support is basically the same for civil defense, emergencies, or disasters.

   b. The Chief of Naval Operations (CNO) is the executor for the Navy in matters relating to emergency management. The Navy Material Command will provide technical assistance for emergency management that will include tables of allowances for materials, equipment, and fiscal instructions for Navy forces ashore. The Commander, Navy Medical Command will establish allowances for medical materials in support of Chemical, Biological, and Radiological (CBR) warfare defense and conventional, radiological, and chemical weapons accidents. The Commander, Navy Facilities Engineering Command has promulgated a table of allowance and procedures for identifying CBR warfare defense material and equipment for all shore-based Navy commands and activities.

   c. In planning for a disaster response, commands must first estimate what materials, personnel, facilities, and services are needed to support disaster relief operations. Next, commands must identify who will provide the materials, personnel, facilities, and services previously estimated. Finally, commands must determine how, when, and where the material, personnel, facilities, and services required to support disaster relief operations, both on and off base, are to be provided.

2. **Material/Equipment Management**. Records will be maintained to reflect material used, loaned, and/or returned, including repair and rehabilitation costs. Supplies and equipment not consumed or used will be returned to the supplying agency. To ensure accurate maintenance and repair cost estimates, particular attention will be given to the condition of supplies and equipment at time of turn-in. Salvage will be turned in to the supply source or disposed of as directed.

3. **Civil Emergencies**

    a. Declared Emergencies. An emergency declared by Presidential Proclamation will result in a specific designation by the DOD Executive Agent of the personnel, equipment, and resources authorized for use in support of the disaster relief operations. Initial support is provided by nomination of a Base Support Installation (BSI). Requests from Federal Emergency Management Agency (FEMA) will be coordinated through the DOD Executive Agent, the only agent authorized to commit DOD resources.

    b. Undeclared Emergencies. An undeclared emergency situation will require a cost reimbursable agreement before Navy resources may be committed to support the disaster relief operations. However, in extreme emergency situations, Navy resources should not be withheld solely in the absence of a reimbursable commitment by the requesting agency.

4. **Civil Disturbances**

    a. If the President directs the use of DOD resources during civil disturbances, the Navy can be expected to provide logistics support to other DOD components. CINCPACFLT is responsible for ensuring that the logistic support requirements of the Navy are defined and that the facilities, supplies, and equipment are identified. Military resources are classified into the following three groups:

    (1) Group One. Personnel, arms, ammunition, tank-automotive equipment, and aircraft.

    (2) Group Two. Riot control agents, concertina wire, and other such equipment to be employed in control of civil disturbances not included in Group One.

    (3) Group Three. Fire fighting personnel, and equipment of a protective nature (such as masks, helmets, body armor vests, etc.), and other equipment not included in Groups One or Two (such as clothing, communications equipment, searchlights, etc.), and the use of Navy facilities.

    b. Commanders having authority to approve requests for Group Three resources are authorized to approve requests from non-DOD federal agencies, excluding personnel. An exception is for fire fighting and Explosive Ordnance Disposal (EOD) personnel support.

    c. The RPA will normally approve requests and issue Group Two and Three resources to provide the FBI with a rapid response force for dealing with terrorist incidents. Requests for equipment which involve technical or operating personnel, excluding firefighting and explosive ordnance disposal, may be approved only by the DOD Executive Agent, or his/her designated representative.

5. **Reimbursement For Services Provided**

a. Cost Responsibility. Requesting agencies will be responsible for the reimbursement of costs in addition to normal operating expenses incurred in connection with the loaned property. Reimbursable expenses include the following:

(1) Pay of temporary civilian personnel hired for the disaster relief operations.

(2) Overtime pay of civilian personnel.

(3) Travel and per diem expenses of military and civilian personnel.

(4) Cost of consumable items requisitioned for issue to civilian disaster refugees.

(5) Transportation of personnel, supplies. and equipment.

(6) Port (air – including airfield operations, ocean, and inland-waterway) loading, off-loading, and handling costs.

(7) Cost of repairing or reconditioning non-consumable items returned.

(8) Cost of supplies and equipment furnished and not returned.

(9) Cost of repair parts used to repair end-items located at the disaster area (excluding depot or field maintenance on a time compliance basis).

(10) Cost of packing and crating supplies and equipment.

(11) Cost of petroleum, oils, and other lubricants (POL), including aviation POL.

(12) Cost of non-consumable property that has been lost, destroyed or damaged in support of disaster relief operations. In the case of damaged property, reimbursement shall be requested for the cost of repair as well as for the reduced utility value of the property. The lending department shall determine the reduced utility value.

(13) Reimbursement for the issue or sale of material shall be at the current standard prices. In addition, billings shall include accessorial charges incident to issues, sales, and transfers of material in accordance with Navy Comptroller Manual, Volume 3, Chapter 5, Section VII.

(14) When any services or supplies, including property furnished from DOD stock fund inventories, are provided by the

Defense Logistics Agency (DLA) to the Navy to support civil emergency relief operations, reimbursement to the DLA shall be made by the Navy. This expense shall be included in the total billed to the requesting agency by the Navy.

(15) Costs of any major rehabilitation or modification of military real property that may be required by FEMA and which alters the facilities to an extent which affects its future use by the military will be borne by FEMA. In such cases, FEMA will also bear the costs of restoration of the facility.

(16) Full project costs, including wages and salaries of regular employees, for projects approved by FEMA.

(17) All costs from a trust fund, revolving fund, or other fund where reimbursement of such fund is required by law.

(18) Work, services, and materials contracted with other federal agencies for assistance provided on a specific disaster project.

(19) Material, equipment, and supplies (including transportation, repair, and maintenance) from regular inventory stocks utilized or consumed.

(20) Other direct costs that can be specifically identified.

b. Non-reimbursable Expenses. The following items will not be eligible for reimbursement even with a presidential declaration as they are considered normal operating expenses:

(1) Regular pay and allowances of military personnel (except travel and per diem costs).

(2) Administrative overhead costs.

(3) Annual and sick leave, retirement, and other military or civilian benefits (for exceptions, see Navy Industrial Fund Regulations).

(4) Cost of telephone, telegram, or other means of electrical transmission used to requisition items or to replenish depot stocks.

(5) Charges for the use of aircraft, motor vehicles, and/or watercraft (except POL), and per diem costs as stated above.

(6) Aircraft, motor vehicles, and/or watercraft damaged, lost, destroyed, or abandoned.

c. Reimbursement Waivers. Reimbursement will be waived if the cumulative value of the unbilled transactions amounts to less

than $100 at the end of a calendar quarter. There will be no waiver of reimbursement for material or services furnished by the following:

      (1) Navy industrial funded activities

      (2) Stock funds

      (3) Management funds

      (4) Army Corps of Engineers Civil Works activities

6. **Processing Requests for Navy Resources**

    a. From Civil Authorities. Written agreements outlined in this chapter will be executed concurrently with all loans of military property to civil authorities. With each loan agreement a fidelity bond in the amount of the total current item price of the loaned property will be posted.

    b. From Non-DOD Federal Agencies. Written agreements, outlined in this chapter, will be executed concurrently with all loans of military property to federal agencies. No fidelity bond is required.

    c. From the National Guard. The National Guard will be responsible for reimbursement of costs over normal operating expense, incurred in connection with loaned equipment. No written loan agreement will be executed. The National Guard will be required to execute the Loan Receipt shown in this chapter. No fidelity bond is required.

7. **Procedures for Reimbursement**

    a. Declared Emergencies or Major Disasters

      (1) Navy commands conducting disaster relief operations which have validated FEMA mission numbers will submit billings to effect reimbursement of applicable support costs to Headquarters, Fifth US Army (Attn: AFKC-OP-OR) with a copy to Commander, Navy Region Southwest.

      (2) Consolidated SF 1080's will be prepared by the appropriate activity/unit in duplicate, with two copies of substantiating documents, and five copies of documentation in reference to personnel services; e.g., copies of travel orders, designation of recipient service of supplies, and names of FEMA or American Red Cross representatives ordering specific items of service or supplies. The SF 1080 must include station UIC number, FEMA mission number, and complete accounting classification.

      (3) Headquarters Fifth U.S. Army is required to submit a final accounting for expenditures to the FEMA regional office

within 90 days of completion of assistance for each specified disaster. Activities/units must submit their billings to Headquarters Fifth U.S. Army within 60 days of completion in order to permit sufficient time for verification, consolidation, and forwarding. Billings received after 60 days following completion of assistance will be returned without reimbursement.

(4) Headquarters Fifth U.S. Army will reimburse Navy activities/units upon collection from FEMA.

(5) All requests for reimbursement or for other eligible expenditures must include the FEMA identifying number (e.g., FEMA 338DR). This is a sequential number assigned by FEMA at the national level. A three-digit number indicates a declared disaster and a four-digit number indicates a declared emergency.

b.   Undeclared Emergencies. To obtain reimbursement for assistance rendered incident to disasters that were undeclared emergencies (except for forest and grassland firefighting under PL 91-606), Navy commands will submit billings directly to the local recipient of the assistance, including chapters of the American Red Cross where appropriate. When Headquarters Fifth U.S. Army or applicable National Disaster Relief Coordinator (NDRC) has requested activities to provide assistance to the American Red Cross, requests for reimbursement will be forwarded to Headquarters Fifth U.S. Army.

c.   Forest and Grassland Fire Suppression Operations. All requests for forest and grassland fire assistance from Federal and State agencies should be submitted through the Boise Interagency Fire Center (BIFC). BIFC will validate and forward requests to Fifth Army for action and subsequent tasking. Each request made in this manner will be assigned appropriate identifying numbers (a "Fire Number" and a "Fire Order" number) by the BIFC. This number will be utilized by the activity furnishing assistance in maintaining an accurate record of all reimbursable expenses incurred in fulfilling that request (as well as in all references to the particular incident). Request for reimbursement of expenses incurred in connection with each "Fire Order" will be submitted in accordance this chapter.

8. **Procedures for Executing Loan Agreements**

a.   General. This section establishes procedures for documenting loans of Navy equipment and materials to civil authorities. A loan agreement and loan receipt guidance is provided in this chapter.

b.   Types Of Loans. The following types of loans are authorized:

(1) Type I Loan: Emergency loan to meet an urgent need during an actual disaster. Loans of this type will be for a

maximum period of 15 days. Requests for extensions may be granted for a maximum period of 15 days by the authority originally approving the loan. Further extensions will be approved only by CNO.

(2) <u>Type II Loan</u>:

(a) This type of loan is a loan to meet a need in anticipation of an imminent civil disaster.

(b) This type of loan will be for a maximum period of 90 days, renewable for a period of 90 days by the authority originally approving the loan. Requests for extension of the loan will be forwarded through the same chain of command as the original request. Further extensions may be granted only by CNO.

(c) This type loan may be granted to civil authorities, when a binding purchase contract has been executed to procure resources substantially similar to the military property requested, and there is a substantial lead time before delivery.

(d) This type of loan may also be granted for a maximum period of 15 days for requests of a nonrecurring type, when it is beyond the financial resources of the civil authority to purchase, or upon a special agreement made with civil authorities with approval of CNO.

c.   Fidelity Bonds

(1) In each loan agreement identified above, a fidelity bond in the amount of the total current item price of the loaned property will be posted.

(2) The fidelity bond will consist of a properly executed Standard Form 25, Performance Bond (June 1967), a certified bank check, cash, or negotiable U.S. Bonds deposited with the Treasury of the United States.

(3) In an extreme emergency, when the requirement of posting a bond would unduly delay approval of a valid request for the loan of military property involving a total current item price of $1,000 or less, the authority authorized to approve the loan may do so on the condition that a bond will be posted within a reasonable time, not to exceed five days.

(4) Absolute waiver of the requirement to post bond may be granted only by the CNO.

(5) All other requests for modification of the requirement to post bond will be forwarded to the CNO.

(6) Bonds will be forfeited, due to failure to return loaned property, or for damage to loaned property, only with the concurrence of the DOD Executive Agent.

   (7) Any forfeiture collected under these agreements will be deposited to the Miscellaneous Receipt Account 171060, (Forfeiture of Unclaimed Money and Property.)

9. **Records**

  a. The command will maintain a complete record of all military property provided to a civilian authority. At a minimum, the record will contain:

   (1) The National Stock Number (NSN) of the property.

   (2) Property nomenclature.

   (3) Total units/amount provided.

   (4) Unit price each.

   (5) Total costs.

  b. Standard Form 25, June 1967 edition, General Services Administration Performance Bond, an approved surety on Treasury Department List (TC Circular 570 (NOTAL)) (reference ASPR 10-201 (NOTAL)) or a receipt from a Navy or Marine Corps Disbursing Officer designated by the military representative covering deposit of cash, U.S. Bonds or Notes, certified or cashier's checks, bank drafts, or post office money orders for the amount of the grand total shown. The disbursing officer in accordance with paragraph 043142 NAVCOMPT Manual will hold such funds.

10. **Loan Receipt**. The following language is for use with loans to the National Guard:

  "As the authorized representative of the Adjutant General, State of (STATE), I acknowledge receipt from (LENDING UNITS), this date, of the property described below, temporarily loaned to the National Guard of (STATE) under the provisions of the current Army civil disturbance plan. It is understood that the National Guard of the State of (STATE) is responsible for the cost of transportation, repair, rehabilitation, or replacement of the above property. It is also understood that the use of this property is subject to the following limitations: (STATE LIMITATIONS AS APPROPRIATE)."

11. **Department of Defense Resource Data Base (DODRDB)**

  a. The DODRDB is a computerized listing of all resources that could be used in disaster operations. The purpose of the database is to provide the RPA with a tool for determining the type and location of specific resources that could be made available. The resource database does not constitute a pre-commitment of resources.

b.   Sub-Regional Planning Agents (SRPAs) will consolidate the DODRDB reports for all Navy activities within their area of responsibility in January of each year and forward them to the RPA where the master DODRDB file will be maintained for the entire region.   SRPA's will ensure the database is updated as major changes occur and verified annually.   Updates will be submitted more frequently if major changes occur.

12. **Stockpiling**.   The procurement of equipment or supplies in excess of current allowances for the sole purpose of supporting civil emergency operations is not authorized.   However, there is no prohibition on the procurement of equipment or supplies in excess of current allowances for the purpose of supporting military disaster preparedness and emergency management operations.

13. **Disaster Emergency Feeding Ashore and Afloat**.   In accordance with COMNAVSUPSYSCOM message 060800Z OCT 98, the current policy guidance in paragraph 2002 of COMNAVSUPSYSCOM P-484 for disaster/emergency feeding ashore and afloat has been revised as follows:

a.   The commanding officer must issue a directive declaring an emergency or disaster exists and subsistence must be provided to persons other than normally authorized.   A letter must be forwarded to SUP-51 certifying the nature and duration of the disaster or emergency situation.

b.   In accordance with COMNAVSUPSYSCOM message 251000Z SEP 98, collect cash from those persons able to pay (including foreign military officers and foreign military enlisted personnel not entitled to rations in kind per their orders) and record signatures on DD Form 1544.   Ration credit is recorded on NAVSUP Form 1357 under Ration Breakdown, Block 2.

c.   Persons unable to pay (including foreign military personnel) must sign NAVSUP Form 1291.   The Form 1291 will be annotated at the top as "disaster/emergency feeding".   Meal pass number and command/unit columns will be left blank.   Ration credit will be recorded on the NAVSUP Form 1357 under Ration Breakdown, Block 14.   The food service officer should contact the RPA to determine if reimbursement can be obtained from the following:

(1) American Red Cross.

(2) Navy Relief.

(3) TYCOM disaster relief funding.

(4) Business or contractor (if responsible for causing the disaster or emergency).

(5) Other disaster relief organizations.

d.   Food service officers unable to collect payment for meals will forward a certification of rations in accordance with paragraph 2003 of COMNAVSUPSYSCOM P-484. The certification of rations will be forwarded to SUP 51 with the NAVSUP Form 1357.

e.   Food service officers receiving reimbursement for meals after the close of the quarter will forward the funds to SUP 121H2 via check payable to the U.S. Treasurer. A copy of the certification of rations must accompany the check. Modifications to food service accounting records are not required for this action.

f.   When large numbers of personnel are involved, NAVSUP Form 1292 will be used to record mass feeding. The Form 1292 will be annotated at the top of the form with "disaster/emergency feeding". Meals provided to cash patrons should be recorded under cash sales on the Form 1292 and the Form 1357. Meals provided to patrons unable to pay will be recorded on the Form 1357 under Block 14, and annotated as "disaster/emergency feeding". A certification of rations will be forwarded to SUP 51 with the Form 1357.

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex B

Public Affairs

1. **Discussion**.

   a. The Assistant Secretary of Defense for Public Affairs (ASD-PA) is the principal staff assistant to the Secretary of Defense for public affairs support of disaster relief operations by DOD components. The Assistant Secretary is the releasing authority for DOD affairs and must give approval before news of national or international interest is released.

   b. The Assistant Secretary of State for Public Affairs is responsible for the release of information other than that of a strictly military nature and coordinates such releases affecting other countries and international agencies relating to foreign disaster relief.

   c. The Chief of Information (CHINFO) is the direct representative of the Secretary of the Navy and the Chief of Naval Operations in all public affairs and internal relation's matters. CHINFO will be consulted and informed on all public affairs operations that are of national and international interest. In the case of audio-visual material (radio/television), CHINFO will be informed of items having regional interest.

   d. The Commander, Fifth U.S. Army Public Affairs Officer represents the Commander, Fifth U.S. Army in matters pertaining to public information for coordination of military support for domestic relief operations in the 21 states west of the Mississippi (excluding Minnesota) under the jurisdiction of the Fifth Army.

   e. The Federal Emergency Management Agency (FEMA) Federal Coordinating Officers (FCO's) are responsible for on-site coordination of DOD and civil response to civil disasters. In the area of emergency public information, the FEMA region Public Affairs Officer (PAO) is responsible for ensuring that procedures are in place for the establishment of a Joint Information Center (JIC).

2. **Concept of Operations**.

   a. Specific guidance related to public affairs for nuclear accidents is contained in CINCPACFLT OPORD 201 and OPNAVINST 3440.15 (Series). Specific guidance related to public affairs for

all other disasters are contained in CINCPACFLT OPORD 201 and
OPNAVINST 3440.16 (Series).

b.   The organization of Navy public affairs office resources
will be determined by the situation and command structure. For
joint operations in which the Navy participates as a component
command, public affairs personnel and resources will support the
host or lead organizations. For operations in which the Navy is
the lead organization, the public affairs office will organize and
coordinate all information activities. This may include
establishing a Joint Information Center (JIC).

c.   News of national or area-wide interest may be released by
a local command as "spot news" when the event is of immediate and
urgent news interest. In these cases, emergency announcements
must be made when delays in issuing the information would create
life-threatening situations and when delays would not be in the
best interests of the Navy.

d.   Copies of "spot news" releases made (or a description, if
the announcement is made orally) will be forwarded promptly to the
ASD-PA and CHINFO. If the situation is considered critical, the
spot news release will be forwarded by telephone, facsimile, or
message.

3.   **Taskings**. The Regional Public Affairs Office shall:

a.   Provide policy guidance on public affairs matters to all
Navy commands and activities throughout the region.

b.   Coordinate and control Navy public affairs activities
within the region.

c.   Establish and/or participate in public affairs joint
information centers as required to direct and coordinate public
affairs activities during the disaster or emergency.

d.   Coordinate, as necessary, the release of public
information concerning disasters with the CHINFO, Director of
Public Affairs, Director of Military Support (DOMS), and the Fifth
U.S. Army via the CNO or CMC command centers for subsequent
clearance with the Assistant Secretary of Defense (Public
Affairs).

e.   Ensure that Navy personnel are kept informed about the
situation and their relationship with the news media.

f.   Cooperate with news media representatives to the extent
feasible without interfering with operations. Minimum necessary
space and equipment such as a briefing room, tables, and chairs
will be provided. Transportation and telephone service will not
be furnished except in circumstances where there is no other

source capable of providing such services, and then only on a "not to interfere" basis.

g.   Ensure all area Navy commands throughout the RPA area of responsibility:

(1) Prepare public affairs plans in support of this directive and OPNAVINST 3440.16 (Series).

(2) Provide personnel and logistics support to include office facilities and equipment, messing, and billeting for joint information activities, as necessary.

(3) Provide transportation in support of public affairs activities, as required.

4.   **News Conferences**.   The following guidance is provided for conducting news conferences with any media:

a.   Ensure news conferences and interviews receive prior approval or clearance from the Regional Public Affairs Office. Restrictions on news conferences and interviews will be promulgated by installation commanding officers, as appropriate. However, in view of rapidly changing situations, commanding officers are advised to consult with public affairs officers prior to granting interviews or participating in news conferences.

b.   All interviews and news conferences will be of an unclassified, for attribution/on the record nature.   Political matters or foreign policy will not be discussed. Comments will be limited to the events observed or known to be accurate. Speculation is not appropriate.

c.   All interviews and news conferences shall be video or audio tape recorded as a matter of record.   Releases and responses to queries will be maintained in accordance with this directive. The substance of any news conference or news interview on subjects of more than routine or local interest will be reported via the chain of command to the Secretary of Defense (Public Affairs).

d.   Commanding officers will ensure that all participating personnel are kept fully informed of their individual roles in the Military Support to Civil Authorities (MSCA) operation and that rumors and propaganda are dispelled.   All internal information media, to include base newspapers, handouts and personnel briefings should be used.

5.   **Joint Information Center (JIC).**

a.   General. During a major emergency or disaster within the RPA area of responsibility, the Regional Public Affairs Office may serve as a Joint Information Center (JIC).   The JIC will be the

single point of contact for coordinating and disseminating information to the news media.

   b.   Press Center. An adjunct to the JIC is a press center located nearby. The press center is the focal point from which members of the news media can communicate with their offices as new information or details are given to them by the JIC.

   c.   Transportation. Transportation and telephone services will not be provided unless there are no other source, and then only on a not-to-interfere basis.

   d.   Responsibilities

      (1) The Regional Public Affairs Officer maintains the capability and plans for the rapid establishment of both a JIC and a press center when directed to do so by the Commander.

      (2) The Regional Security Officer shall provide assistance to the public affairs office in providing access to the press center for media representatives and in controlling access for personnel to restricted areas of the base.

   e.   Implementation. Unless an unusually large press center requiring specific additional planning is required, the site for the establishment of a the Commander, Navy Region Southwest Joint Information Center will be in the main Fleet Industrial Supply Center San Diego complex at Broadway and Harbor Drive.

6. **Response**. In the event of any emergency that could generate media interest, the command public affairs officer should:

   a.   Report to the Regional Emergency Operations Center (EOC), Sub-Regional Planning Agent (SRPA) EOC, or local Incident Command Post (ICP), as appropriate.

   b.   Gather facts for an initial news release.

   c.   Make initial news release after approval of Commander and tenant units, if involved. If a Presidential declared emergency exists and the subject of the news release is an operational component of the Defense Coordinating Officer (DCO) and/or Defense Coordination Element (DCE), release in accordance with DCO policy.

   d.   Report disaster details to the Regional or SRPA EOC.

   e.   Ensure establishment of a news media center for preplanned public information releases, as necessary.

   f.   Provide escort for news reporters, as required.

   g.   Provide public information and community relations assistance to the Commander.

h.   Direct teams in acquiring still and motion picture photography, specifically designed for release to news media.

i.   Maintain a query record with the following information as a minimum. This should include viewing by the commanding officer, executive officer, PAO, FEMA, or other officials, as appropriate.

(1) Query number.

(2) Time and date of call.

(3) Name, organization, and phone number of caller.

(4) Extent or type of query.

(5) Received by.

(6) Extent or type of reply.

(7) Source of information.

(8) Reply given to (name).

(9) Reply given by (name).

(10)Time and date of reply.

7.   **Humanitarian Service**.   The roles of the command Public Affairs Officer in humanitarian service crisis situations shall include:

a.   Acting as a consultant to the commanding officer, legal officer, and other members of the EOC.

b.   Coordinating the Command Information Bureau (CIB) which will be established to control media representatives and information during crisis operations.

c.   Coordinating with other PAOs as assigned.

d.   Acting as assistant to, and advisor for, the command official spokespersons.

e.   Directing delivery of public affairs support for affected commands, crew and family members.

f.   Acting as public affairs consultant to all key personnel in humanitarian actions during and following crisis operations.

g.   Directing preparation of media releases, messages, press conferences, interviews, etc.

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex C

<u>Communications</u>

1. **<u>Discussion</u>**. OPNAVINST 3440.16 (Series) directs telecommunications support of Navy disaster recovery operations be derived from the following sources:

    a. Common user networks (DSN, etc.).

    b. Dedicated radio networks, as assigned by the Regional Planning Agent (RPA).

    c. Internal security and industrial control VHF networks, established in accordance with OPNAVINST 2300.45 (Series).

    d. Military Affiliate Radio System (MARS), under the provisions of NAVTELCOMINST 2093.1 (Series).

    e. Satellite communications (SATCOM) systems.

    f. Commercial communications (land-line, cellular, internet, etc.)

2. **<u>Responsibilities</u>**

    a. Regional Planning Agent (RPA). The RPA will:

        (1) Coordinate the development of an overall disaster communications plan considering the assets available to each Navy installation throughout the region and members of the disaster communications network.

        (2) When necessary, activate the regional disaster communications and MARS networks, and coordinate all operations on these circuits.

        (3) Develop a regional inventory of communications assets available in the event of a disaster or emergency. This listing should include equipment designation, description, frequency range, quantity, location, and point of contact.

    b. Sub-Regional Planning Agent (SRPA). All SRPAs will:

        (1) During emergency situations and upon determination that existing communications are inoperative or unable to handle

the traffic load, request the RPA activate the regional disaster net. The HF, VHF, or UHF frequency and/or net will be established by the RPA based on the situation.

      (2) Establish sub-area networks, as necessary, for emergency communications for control and/or recovery operations involving forces or activities within the assigned area of responsibility.

      (3) Ensure the RPA is provided, at least quarterly, with a list of all HF, VHF, and UHF frequencies and call signs in use by all Navy commands and activities within the SRPA area of responsibility. Continuous Tone Coded Squelch System (CTCSS) tones (also known as Private Line or PL tones) will be included. If a trunked system is utilized, talk groups will be provided.

      (4) Ensure a list of all radio frequencies authorized for the command and all tenant commands is available in the EOC.

      (5) If operating on a UHF trunked system, ensure regional Concall and Disaster talk groups are programmed into all base, mobile, and handheld radios.

    c.   Tenant Commands/Stand Alone Activities. All other Navy commands and activities throughout the RPA area of responsibility shall ensure the RPA and SRPA, as appropriate, are provided with a list, at least annually, of all HF, VHF and UHF frequencies and call signs in use within the activity. Continuous Tone Coded Squelch System (CTCSS) tones (also known as Private Line or PL tones) will be included. If a trunked system is utilized, talk groups will be provided. If operating on a UHF trunked system, ensure the regional Concall and Disaster talk groups are programmed into all base, mobile, and handheld radios.

    d. MARS Stations

      (1) The MARS net may be utilized during emergency situations to enhance voice communications throughout the region and to handle emergency message traffic as directed by the MARS District Director. Procedures and frequencies will be in accordance with OPNAVINST 5510.1 (Series).

      (2) Procedures, message formats, and frequencies used by the MARS are located in the MARS region emergency communications plan and NTP 8.

      (3) All Navy MARS radio stations throughout the States of California, Arizona and Nevada will ensure the RPA is provided the following information at least annually:

        (a) Station call sign.

        (b) Primary operating frequency.

(c) Secondary operating frequency.

(d) Station commercial phone number.

(e) Station DSN phone number.

(f) Station fax number.

(g) Station e-mail address.

3. **Regional Disaster Net**. All Navy commands and activities within the States of California, Arizona and Nevada shall ensure the regional VHF simplex and duplex disaster frequency is installed in all base, mobile, and handheld VHF radios in use throughout the command. The regional VHF simplex disaster frequency is 140.850 Mhz transmit and receive with carrier CTCSS/PL tone. The regional VHF duplex disaster frequency is 141.575 Mhz transmit and 138.625 Mhz receive with carrier CTCSS/PL tone. These two channels shall be immediately identifiable on each radio.

4. **Equipment Procurement**. To ensure systems compatibility, all Navy commands and activities within the States of California, Arizona and Nevada shall coordinate the procurement of all communications equipment through the RPA regardless of normal chain of command or resource sponsor.

5. **Frequency Requests**. Navy activities tasked with being part of the regional disaster net and not holding frequency assignments should request frequency assignments in accordance with Annex J of NTP-6A.

6. **U.S. Coast Guard District Communications**

a. Automatic Digital Network (AUTODIN) connects all U.S. Coast Guard Districts to all U.S. and allied military activities.

b. DSN connects all U.S. Coast Guard District Commanders with most Navy installations using an unsecured voice direct dialing worldwide network within the defense communications system.

c. Federal Telecommunications System (FTS) connects all U.S. Coast Guard District Commanders to a dedicated federal communications network. Most Navy activities in the San Diego area have only in-dial capability. No out-dial FTS service is available from San Diego area Navy Central Office Exchange Service (CENTREX) systems.

d. All U.S. Coast Guard Groups and Air Stations in District 11 maintain a 24 hour guard on 2181 Khz, 156.800 Mhz (Channel 16), and 500 Khz Carrier Wave (CW).

7. **Regional Emergency Management Call Signs**. The following call signs are assigned to the RPA on all HF, VHF and UHF circuits.

    a. Fixed Regional Emergency Operations Center (EOC): "Regional EOC".

    b. Mobile Regional Emergency Operations Center (EOC): "Regional Mobile EOC"

    c. Program Director, Regional Office of Emergency Management: "EM One".

    d. Regional Emergency Management Specialists: "EM Two, Three", etc.

    e. NAVBASE Point Loma DOC/EOC: "SRPA One".

    f. NAVBASE San Diego DOC/EOC: "SRPA Two".

    g. NAVBASE Coronado DOC/EOC: "SRPA Three".

    h. NAVWPNSTA Seal Beach EOC: "SRPA Four".

    i. NAF El Centro EOC: "SRPA Five".

    j. NAVBASE Ventura EOC: "SRPA Six".

    k. NAS Lemoore EOC: "SRPA Seven".

    l. NAVAIRWPNSTA China Lake EOC: "SRPA Eight".

    m. NAVPGSCOL Monterey EOC: "SRPA Nine".

    n. NAS Fallon EOC: "SRPA Ten".

    o. NAVMEDCEN San Diego DOC: "Medical Center".

    p. PWC San Diego Disaster DOC: "PWC San Diego".

    q. COMSUBRON-11 RADCON Response Command Center: "ECC".

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex D

Foreign Disaster Relief

1. **Discussion**. Foreign disaster relief will be authorized only by the Assistant Secretary of Defense (International Security Affairs), who will determine what actions and to what extent the DOD will respond to Department of State (DOS) requests for support to foreign disasters. Consistent with this responsibility, the Assistant Secretary of Defense (International Security Affairs) will direct such support, as necessary, via Joint Chiefs of Staff and unified commanders in coordination with the armed forces.

2. **Action**. The Regional Planning Agent (RPA) shall be the primary point of contact for coordination of requested and authorized relief. The RPA will serve as the regional point of contact and coordinate all Navy activities providing the requested and authorized relief. Funding authorization must be received by the RPA prior to commencement of relief operations. Any Navy command or activity within the RPA area of responsibility receiving requests for disaster relief directly from a foreign government shall refer such requests to the RPA for action.

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex E

Critical Asset Assurance Program (CAAP)

1. **Discussion**

    a. DOD Directive 5160.54 (Series) is the Critical Asset Assurance Program (CAAP). The directive updates Department of Defense (DOD) policy for the protection and assurance of DOD and non-DOD critical assets worldwide. The directive is designed to:

        (1) Support the requirements of DOD Directive 3020.36 (Series) titled Assignment of National Security Emergency Preparedness (NSEP) Responsibilities to Department of Defense Components, and to implement the policies established by DOD Directive S-3600.1 (Series) as they pertain to critical assets that are, include, or depend upon information systems.

        (2) Expand the requirement to identify critical assets and assure their integrity, availability, survivability, and capability to support vital DOD missions across the full range of military operations.

        (3) Provide for an integrated infrastructure vulnerability assessment and assurance program based on an analysis of the identified critical assets using risk management principles. The risk management-based analysis provides the information necessary to effectively allocate available resources necessary for assurance.

    b. Critical assets are any facility, equipment, service or resource considered essential to DOD operations in peace, crisis and war and warranting measures and precautions to ensure its continued efficient operation, protection from disruption, degradation or destruction, and timely restoration. Critical assets may be DOD assets or other government or private assets, (e.g., industrial or infrastructure critical assets), domestic or foreign, whose disruption or loss would render DOD critical

assets ineffective or otherwise seriously disrupt DOD operations. Critical assets include traditional physical facilities or equipment, non-physical assets (such as software systems) or assets that are distributed in nature (such as command and control networks, wide area networks or similar computer-based networks).

    c. It is DOD policy to identify and ensure the availability, integrity, survivability and adequacy of those assets, (domestic and foreign) whose capabilities are deemed critical to DOD force readiness and operations in peace, crisis, and war by providing for their protection from all hazards; mitigating the effect of their loss or disruption; and/or planning for timely restoral or recovery. The level of assurance appropriate for each asset is a risk management decision of the owning or controlling DOD component, made in coordination with those dependent on the asset, and based on its criticality, the threat, and resources available.

    d. Navy commands and activities must recognize that critical DOD equipment, facilities, and services are dependent upon non-DOD assets. This includes the international and national infrastructures, other facilities and services of the private sector, and those of other government departments and agencies. Non-DOD assets essential to the functioning of DOD critical assets are also critical assets of concern to the Department of Defense. Critical Assets include information systems and computer-based systems and networks that can be distributive in nature.

    e. The peacetime responsibility for protecting non-DOD critical assets and designing their security rests primarily with the civil sector owners and with local, state, and federal law enforcement authorities and that responsibility for protecting non-U.S. critical assets rests with the appropriate national authority. However, the Department of Defense must participate with the civil sector emergency preparedness and law enforcement authorities in planning for critical asset assurance during an emergency, and must be prepared, in concert with the appropriate authorities and within defense priorities, to assist in their protection during emergencies, including natural disaster, physical or technical attack, and technological or other emergency that seriously degrades or threatens DOD operations. DOD Directives 3025.1 (Series), DOD Directives 3025.12 (Series), and DOD Directives 3025.15 (Series) provides specific guidance in this area.

f. Navy commands and activities must have an integrated asset and infrastructure vulnerability assessment and assurance program for the protection and assurance of DOD and non-DOD critical assets through the CAAP. The CAAP must provide a comprehensive and integrated decision support environment to represent the relationship between critical assets and force readiness and operations in peace, crisis or war that can be used to assess the dependencies, vulnerabilities and effects of the disruption or loss of critical assets or supporting infrastructures on their plans and operations. The CAAP must also provide the capability for critical asset assurance analysis, planning, prioritization, resource programming and response necessary to mitigate the disruption or loss of critical assets. It must also ensure that the collection, retention, and dissemination of CAAP information are in compliance with applicable U.S. law, statutes, directives, and policies as delineated by the established intelligence oversight program. DOD Directive 5240.1 (Series) and DOD Regulation 5240.l-R (Series) provides specific guidance.

2. **Responsibilities**

a. The Under Secretary of Defense for Policy shall:

(1) Provide policy direction and guidance for the development and implementation of CAAP as an element of national security emergency preparedness.

(2) Represent the Secretary of Defense with other federal departments and agencies and with industry in the development, review, and approval of standards for the assurance of all critical assets and coordinate such agreements as may be appropriate for this program.

(3) Develop and lead a process for annual program review of the CAAP with the components and the DOD Executive Agent that includes an analysis of the program effectiveness in meeting goals and objectives, an assessment of the performance of organizations in accomplishing their roles and responsibilities, a review of threats and technologies, and the status of planning and analysis for the assurance of critical assets to ensure compliance with this directive. The DOD Executive Agent is the individual designated by position to have and to exercise the assigned responsibility and delegated authority of the Secretary of Defense, as specified in DOD Directive 5160.54 (Series).

(4) Exercise classification authority for CAAP, and publish classification guidance.

(5) Establish, support and provide the co-chair (with the Office of the Assistant Secretary of Defense for Command, Control, Communications and Intelligence) for the Critical Infrastructure Protection Working Group (CIPWG).

b. The Under Secretary of Defense for Acquisition and Technology shall:

(1) Comprehensively integrate the policies established by this directive in acquisition policy guidance, to include Title 48, Code of Federal Regulations (1996), Federal Acquisition Regulations System.

(2) Develop assurance standards and ensure that internal and external infrastructure protection, mitigation, detection, reaction and recovery measures are designed into the acquisition process, systems being developed and acquired, and the supporting industrial base.

(3) Foster research on infrastructure systems assurance and analysis and promote development of infrastructure interdependency analysis.

(4) Identify technologies that represent threats to critical assets or related infrastructures (e.g., information or command and control systems), countermeasures technologies for existing or emerging threats, and technologies that may have inherent susceptibilities or vulnerabilities.

(5) Provide policy to assess and mitigate infrastructure dependencies and vulnerabilities of specific DOD installations, facilities and supporting private sector facilities and systems.

(6) In accordance with instructions from the DOD Executive Agent, provide DOD installations and facilities database support to facilitate maintenance of critical assets data by the DOD components for inclusion in the CAAP.

c. The Assistant Secretary of Defense for Command, Control, Communications and Intelligence shall:

(1) Integrate the policies established by DOD Directive 5160.54 (Series) into policy guidance and standards promulgated for functional areas assigned by DOD Directive 5137.1 (Series).

(2) Ensure, in consultation with Under Secretary of Defense for Acquisition and Technology, infrastructure dependencies and protection, mitigation, detection, reaction and recovery measures are considered during command, control, communications, intelligence, information and security systems development and acquisition.

(3) Ensure that intelligence, counterintelligence, and security countermeasure programs support the protection, survivability, availability, integrity and recovery of critical assets.

(4) Provide the co-chair (with the Office of the Under Secretary of Defense for Policy) for the CIPWG.

(5) Require the Director, Defense Investigative Service (DIS) to:

(a) Conduct, in coordination with the appropriate DOD component and with permission of the owners, on-site surveys, to include vulnerability analyses to physical and technical threats, for each non-DOD industrial and infrastructure critical asset designated by the DOD Executive Agent as requiring on-site survey.

(b) Maintain liaison with the DOD Executive Agent, the responsible DOD component, and consult with industry, as appropriate.

(c) Develop CAAP survey procedures in coordination with the DOD Executive Agent, and support courses of instruction to orient and train government and industry personnel on CAAP surveys.

(d) Obtain technical assistance from other components, as required.

(6) Require the Director, Defense Intelligence Agency (DIA), in coordination with the National Security Agency (NSA), the Defense Investigative Service (DIS), the Federal Bureau of Investigation (FBI), and the Director, Central Intelligence to develop procedures for continuous analysis of the hostile intelligence; special operations; and technical, terrorist, criminal and other transnational threats to critical assets and infrastructures; develop and maintain a critical asset and infrastructure threat assessment, and advise the DOD Executive Agent, the Chairman of the Joint Chiefs of Staff and the DOD

components of hostile threats to critical assets and infrastructures in their areas of responsibility as evolving threats become known. These activities must be accomplished within the provisions of DOD Directive 5240.1 (Series) and DOD 5240.1-R (Series).

(7) Require the Director, National Imagery and Mapping Agency to support the DOD Executive Agent's requirements for imagery and maps needed for CAAP.

(8) Require the Director, Defense Information Systems Agency to:

(a) Provide, in conjunction with the DOD components, for the assurance of the Defense Information Infrastructure (DII) and mitigation of the effects of its loss or disruption.

(b) Coordinate with the National Communication System (NCS) to identify National Information Infrastructure (NII) assets critical to the DOD operations and national security and emergency preparedness telecommunications. Identify to the DOD Executive Agent and the appropriate DOD components the critical assets of the DII and the NII whose disruption or loss would seriously affect DOD operations and the nature of those effects. Coordinate with the DOD Executive Agent, the DOD components, and the NCS regarding actions taken to increase the reliability, redundancy, protection, and restoral of information systems supporting Critical Assets.

(c) Provide for overall coordination of the Computer Emergency Response Team (CERT) activities of the DOD components and their interface with CERT-related activities of the federal government (to include the FBI), the NSA for national security systems, and the private sector.

d. The Chairman of the Joint Chiefs of Staff shall:

(1) Ensure identification of critical assets necessary for the execution of deliberate and crisis action plans and plan for mitigation of their loss or disruption. Identify those critical assets to the DOD Executive Agent.

(2) Ensure that disruption and loss of critical assets, to include supporting national infrastructures, are scripted and responded to in joint exercises.

e. The Secretary of the Army, as the DOD Executive Agent, shall:

(1) Develop, implement and administer the CAAP to meet the requirements described in DOD Directive 5160.54 (Series).

(2) Obtain critical asset nominations from the DOD components, integrate them into the CAAP, and program and provide CAAP resources for support of CAAP decision support systems, analytic and management activities.

(3) Provide the capability for each DOD component to use the CAAP for identification, analysis and assurance of assets critical to its operations.

(4) In coordination with the DOD components, establish priorities for infrastructure analysis and remediation, recommend actions to the components based upon the CAAP and DIA threat analysis, and review the CAAP annually with the Under Secretary of Defense, for Policy (USD(P)) and the components.

(5) Develop, publish and administer DOD Regulation 5160.54-R (Series) and DOD Manual 5160.54-M (Series) consistent with DOD Manual 5025.l-M (Series).

(6) Coordinate with other departments and agencies, as required, to solicit nominations of infrastructure assets critical to national defense applications.

(7) Designate non-DOD industrial and infrastructure critical assets that require on-site surveys and vulnerability assessments.

(8) Coordinate with DIS regarding conduct of industrial critical asset site surveys and vulnerability assessments.

(9) Ensure that regulations, plans, and procedures governing military support to law enforcement in civil disturbances, as promulgated under DOD Directive 3025.12 (Series), facilitate response by the DOD components to protect critical assets under any conditions or circumstances covered by that directive.

f. The Secretary of the Navy shall require the Program Manager, Joint Program Office for Special Technology Countermeasures, to provide the infrastructure assurance

analysis and vulnerability assessment support to the DOD
Executive Agent.

    g. Regional Planning Agents (RPA's) shall:

    (1) Ensure Sub-Regional Planning Agents (SRPA's) conduct
an annual review with all tenant commands and activities within
their area of responsibility of all critical assets associated
with their installation, to include supporting DOD and non-DOD
infrastructures and other civil sector facilities and services
upon which the critical assets depend. This review shall
include the validation of data on facilities and their
dependencies, an examination of installation and tenant's plans
for increasing reliability, reducing vulnerabilities, mitigating
hazards to and the restoration of critical assets, and a review
of these plans with the FBI, local emergency services personnel
(including local law enforcement), the national guard, and the
representatives of critical infrastructure and support service
providers, as appropriate.

    h. Sub-Regional Planning Agents (SRPA's) shall:

    (1) Identify those assets critical to their operations
(to include the supporting DOD and non-DOD infrastructures and
other civil sector facilities and services), nominate those
critical assets for inclusion in the CAAP, conduct risk
assessments, and designate their category of importance.

    (2) Assist tenant activities in direct coordination with
local providers of critical infrastructure and other support
services necessary to the operation of the their critical
assets.

    (3) Provide a Computer Emergency Response Team (CERT)
capability unless centrally provided by the RPA.

    (4) Include a contractual requirement for cooperation in
vulnerability assessments and assurance planning when
contracting for private sector facilities, services and
products, and consider all-hazard assurance of service when
awarding contracts.

    (5) Program and provide for increased critical asset
reliability, security and redundancy; plan for their disruption
or loss and subsequent restoral; and develop systems that are
less dependent upon vulnerable infrastructures and systems.

(6) Program and provide for supplemental integrated infrastructure vulnerability assessment and assurance capability when requirements exceed organic capabilities.

(7) Retain overall responsibility for the assurance of the critical assets subject to their authority or control.

(8) Report critical asset review results to the RPA so that plans and requirements can be fully coordinated and supported throughout the region.

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex F

Military Support To Civilian Authorities (MSCA)

1. **Discussion**

    a. DOD Directive 3025.1 (Series) is the Department of Defense military support to civil authorities guidance. DOD Directive 3020.36 (Series) is the Department of Defense assignment of national security emergency preparedness responsibilities to DOD components guidance. DOD Directive 3025.12 (Series) is the Department of Defense military assistance for civil disturbances guidance. DOD Directive 3025.1 (Series) is the Department of Defense manual for civil emergencies. DOD Directive 5160.54 (Series) is the Department of Defense Critical Asset Assurance Program (CAAP). DOD Directive 5100.46 (Series) is the Department of Defense foreign disaster relief directive. SECNAVINST 5820.7B (Series) is the Navy cooperation with law enforcement officials' guidance. OPNAVINST 3440.16 (Series) is the Navy civil emergency management program. CINCPACFLTINST 3440.1 (Series) is the Pacific Fleet emergency management program. These instructions define the range of DOD participation in the MSCA program and assign the Commander, Navy Region Southwest responsibility for MSCA within the States of California, Arizona, and Nevada.

    b. MSCA includes all types of resources and manpower provided by the Navy to any city, county, or state government.

    c. Domestic civil emergencies may overlap military and civilian jurisdictions. Civil emergency operations and recovery planning involve the principle of mutual assistance.

    d. Commanding officers must be prepared to aid civil authorities and to request assistance, if needed, from other services, federal agencies, and state and local authorities within their area of responsibility.

2. **Policy**

    a. There are basically three issues of concern when considering MSCA:

        (1) Navy resources must not compete with the civilian sector for products and services. The Navy is prohibited from providing assistance to civil authorities if the function is

within the capabilities of the city, county, or state concerned;
or contractible by civil authorities to a private concern.

(2) The authorization of Navy resources may require
payment from the requesting party, even if after the fact.
Commanding officers responding to local requests for assistance in
an undeclared disaster or emergency should inform the requesting
local civil authority that the recipient may be billed for
assistance. However, assistance should not be delayed or denied
in the absence of a reimbursement commitment from the requestor.

(3) Navy involvement in civilian law enforcement requires
specific authorization. Title 18 USC Section 1385 (Posse
Comitatus Act) specifically prohibits military personnel,
including DOD civilian personnel, from being used to enforce civil
law except when authorized by the President.

b. Requests for support from civil authorities not covered
by existing mutual aid agreements must be forwarded to the
Regional Planning Agent (RPA) for approval. However, commanding
officers may commit Navy resources or manpower to a request for
assistance from civil authorities without prior approval to save
lives, prevent human suffering, and/or limit property damage. In
those cases, immediate telephonic reports and follow up written
reports to the RPA are required.

c. The RPA will be notified by telephone immediately and by
Navy message within 24 hours stating the extent of support
provided and the specific reason for immediate response.

d. If the support requested by civilian authority does not
meet the immediate threat to life and property criteria, approval
must be obtained from the RPA before any support is furnished.

3. **Responsibilities**

a. RPA Level. The Commander, Navy Region Southwest is
responsible for:

(1) Designating an individual to coordinate with
appropriate military and civilian authorities in planning and
executing mutual civil emergency assistance.

(2) Developing an effective plan for providing support to
civil authorities consistent with the guidance provided by the
Principle Planning Agent (PPA).

(3) Establishing a communications, command, control, and
information plan compatible with other service, federal, and state
organizations' emergency management plans.

(4) Developing procedures for command post operations.

(5) Coordinating the Navy regional response to requests for assistance under all civil emergencies as directed by the PPA.

(6) Reporting Navy requirements and forces availability and capabilities for support of civil emergency operations to the PPA.

(7) Designating and assigning responsibilities to Sub-Regional Planning Agents (SRPA's) within the area of responsibility, when required.

(8) Ensuring designated subordinate commands develop effective emergency management programs and disaster response plans.

(9) Ensuring Mobile Medical Augmentation Readiness Teams (MMART's), when assigned within the region in accordance with OPNAVINST 6440.1 (Series), are provided administrative and logistics support, as necessary.

(10) Providing guidance and assigning responsibilities to Navy Emergency Preparedness Liaison Officers (EPLO's) assigned to support the military/civil headquarters (Federal Emergency Management Agency, State Area Command, U.S. Fifth Army, etc.) within the region.

(11) Coordinating applicable Interservice Support Agreements (ISSA) with other services, and Memorandums of Understanding (MOU) with federal agencies, and state and local authorities.

(12) Ensuring that Navy EPLOs have a working knowledge of the DOD Resource Database (DODRDB) and maintain their applicable portions of the DODRDB.

b.   SRPA Level. Sub-Regional Planning Agents are responsible for:

(1) Establishing a civil emergency assistance program to conform to guidance provided by the RPA.

(2) Keeping the Immediate Superior in Command (ISIC) informed of emergency management plans developed and any implementation thereof.

(3) Coordinating emergency management planning and operations with other services, federal agencies, and state and local authorities having emergency management responsibilities within the local area.

(4) Planning for and pre-identifying emergency teams for specific emergency situations (e.g., emergency power restoration, communication restoration, food and water distribution) as

appropriate, by billet and required equipment, to preclude
unnecessary delays in rendering support.

4. **Action**. All command emergency management plans shall contain
specific instructions for assisting civilian authorities during a
civil disaster. The MSCA portion of the command emergency
management plan shall be consistent with state and local plans
dealing with the same subject and geographic area. The MSCA
section shall:

   a. Cover capabilities and limitations of local Navy
resources to assist civil agencies, including, but not limited to,
the areas of emergency housing, food, and medical care.

   b. Include procedures for recall and deployment of disaster
response personnel provided by Navy entities in assisting the
civil community as well as specific guidance for ensuring that
these forces are used effectively and that they remain under DOD
executive agent or designated military commander control while
assisting the civil community.

   c. Ensure the RPA is notified of all military support
provided to civilian authorities not covered by existing mutual
aid agreements.

   d. Ensure any support provided to civilian authorities does
not compete with civilian concerns.

   e. Ensure compliance with Title 18 USC Section 1385 (Posse
Comitatus Act).

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex G

Training and Readiness

1. **Discussion**

    a. The primary objective of an effective emergency management program is the achievement of the highest possible level of readiness, enabling rapid and efficient response to disasters. This minimizes loss of operational and mission readiness and ensures maximum survivability of personnel. It is recognized that achieving the optimum level of readiness may be constrained by limited resources. However, those charged with emergency management responsibilities must exercise initiative, creativity, and maximum use of all available resources to attain the highest level of readiness possible. Therefore, command level interest in and attention to emergency management planning, organization, and training is essential.

    b. A training plan must provide exposure to a wide variety of possible disasters both inside the confines of the Navy command or activity and outside its borders in the form of assistance to civil or other military authorities.

2. **Responsibilities**

    a. CINCPACFLTINST 3440.1 (Series) specifies that preparation and training in civil emergency assistance operations are to be accomplished within the existing command organizational structure, using existing skills augmented by appropriate training available through Department of Defense (DOD), Federal Emergency Management Agency (FEMA), state, and local sources.

    b. Commanders, commanding officers, officers in charge, and directors of all Navy commands and activities throughout the region shall:

      (1) Actively participate in the overall coordination of the activity's emergency management training program, ensuring that it provides the best possible training in all facets of anticipated disasters, thereby directly contributing to the activity's overall mission readiness goals.

      (2) Identify and justify necessary training resources, including funding for minimum essential training, that will ensure that any formal training requirements and qualifications levels are attained and maintained.

(3) Maintain an effective readiness monitoring and evaluation program, including exercising of the activity's emergency management organization.

c. The Regional Planning Agent (RPA) shall set the training policies and guidelines for Navy activities to use in planning and implementing an emergency management training program. The RPA will be the central point of contact for training matters throughout the region.

d. Command and activity Emergency Management Coordinators (EMC) play a key role in coordinating the details involved in the activity's emergency management training program. EMCs shall be assigned the following functions:

(1) Establish and monitor the activities training program.

(2) Be the activity point of contact with the Sub-Regional Planning Agent (SRPA) or RPA, as appropriate, in all emergency management training matters.

(3) Document emergency management training conducted at the activity.

3. **Training Program**

a. Personnel assigned to emergency response functions shall be adequately trained. The focus of this training should be on developing maximum cohesiveness, responsiveness, and efficiency as a team. Team leaders are responsible for conducting this training.

b. Field Incident Command Post (ICP), Department Operations Center (DOC), and Emergency Operations Centers (EOC) staff personnel shall receive training on the Incident Command System (ICS). This training is in addition to other emergency response training they might receive, such as oil spills, weapons of mass destruction (WMD), earthquake, etc.

c. All military and civilian personnel shall receive basic emergency management awareness training during initial indoctrination and annually thereafter.

d. All training conducted shall be documented and retained on file for at least three years.

4. **Exercises and Readiness**

a. Training and exercising are essential at all levels to make emergency operations personnel operationally ready. Exercises allow personnel to become thoroughly familiar with procedures, facilities, and systems that will actually be used in emergency situations.

b.   The best method of training staff to manage emergency operations is through exercising.

c.   Exercises can be accomplished in several ways. Tabletop exercises provide a convenient and low cost method of introducing officials to problem situations for discussion and problem solving. Such exercises are a good way to determine if adequate emergency policies and procedures exist. Functional exercises simulate actual emergencies. They typically involve complete emergency management staffs and are designed not only to exercise procedures, but to also test the readiness of personnel, communications, and facilities.

d.   All SRPAs shall conduct an emergency management self-assessment exercise at least annually to include tenant commands and stand alone activities within the area of responsibility.

e.   The Self-Assessment Checklists in this instruction shall be used as a guide for evaluating the command emergency management program.

5.   **Regional Emergency Management Evaluation Program**

a.   In accordance with CINCPACFLTINST 3440.1 (Series), the Regional Planning Agent (RPA) is responsible for evaluating (inspecting) a comprehensive regional emergency management program which coordinates people and resources to protect lives, property using an all-hazards approach through mitigation, preparedness, response and recovery from disasters and emergencies in accordance with DOD, SECNAV, OPNAV, and PPA directives, Executive Orders, and Presidential Declarations on all Navy commands and activities within the area of responsibility regardless of normal chain of command and resource sponsor.

b.   The exact date of each emergency management program evaluation visit will be determined and published six months in advance on a not to interfere with SRPA and tenant command operational commitments basis.

c.   The emergency management program evaluation visit at each location will consist of two days. The first day will be a command in-brief and administrative review of all SRPA and tenant command instructions and procedures. The second day (or the night of the first day) will consist of a command-wide exercise involving all emergency management disciplines and tenant commands.

d.   The scenario for the exercise will be developed by the Regional Office of Emergency Management staff and presented to the command at the commencement of the exercise. A command trusted agent will assist. The scenario may consist of one or more situations involving natural and/or man-caused disasters based on the most probable threat for that area. All scenarios

will involve activation of the EOC under the basic concepts of the National Interagency Incident Management System (NIIMS) Incident Command System (ICS) to an extent to be determined by the SRPA commanding officer.

    e. The long-range schedule for emergency management program evaluation visits covers two fiscal years as indicated below:

    (1) First quarter of the first fiscal year cycle. Metro San Diego area and all Navy tenant commands within the area of responsibility, including the RPA, SRPA-1, SRPA-2, SRPA-3, PWC San Diego, and NAVMEDCEN San Diego.

    (2) Second quarter of the first fiscal year cycle. SRPA-4 and all Navy tenant commands within the area of responsibility.

    (3) Third quarter of the first fiscal year cycle. SRPA-5 and all Navy tenant commands within the area of responsibility.

    (4) Forth quarter of the first fiscal year cycle. SRPA-6 and all Navy tenant commands within the area of responsibility.

    (5) First quarter of the second fiscal year cycle. SRPA-7 and all Navy tenant commands within the area of responsibility.

    (6) Second quarter of the second fiscal year cycle. SRPA-8 and all Navy tenant commands within the area of responsibility.

    (7) Third quarter of the second fiscal year cycle. SRPA-9 and all Navy tenant commands within the area of responsibility.

    (8) Fourth quarter of the second fiscal year cycle. SRPA-10 and all Navy tenant commands within the area of responsibility.

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex H

Navy Emergency Preparedness Liaison Officer (EPLO)

Program

1. **Discussion**

a. This annex is intended to be the single source of information concerning policy and procedures for all Navy Emergency Preparedness Liaison Officers (EPLOs) assigned to Commander, Navy Region Southwest, the Regional Planning Agent (RPA), in accordance with DOD Directive 3025.16 (Series), OPNAVINST 3440.16 (Series), CINCPACFLTINST 3440.1 (Series), COMNAVRESFORINST 3000.1 (Series), and NMPCINST 1611.17 (Series).

b. Navy EPLOs support the RPA in planning for and executing activities in response to civil disasters in the states of Arizona, California and Nevada. Planning is conducted in coordination with the staffs of the State Area Command (STARC), the Federal Emergency Management Agency (FEMA), and the Fifth Continental U.S. Army (CONUSA-5), where Navy EPLOs represents the RPA.

c. The Secretary of the Army, as the DOD Executive Agent for Military Assistance to Civil Authorities (MSCA), delegates authority to the Commanding General, Fifth Continental U.S. Army to plan, coordinate, and conduct temporary military assistance to civil authorities on the continental united states, west of the Mississippi river. To prepare for the case of a large scale federally declared disaster, the Fifth Continental U.S. Army has pre-designated the Defense Coordinating Officer (DCO), normally a senior Army colonel, assigned as a brigade commander, to act as the on-scene DOD representative. The DCO will execute the MSCA mission under OPCON to CONUSA-5.

d. The DCO will operationally employ those DOD forces temporarily assigned for military support to civil authorities until completion of the mission or until forces are withdrawn by higher authority or the parent command. Operational employment is defined as authority to assign mission tasks, and to coordinate and control operations. Command of such forces remains with their respective services. When the DCO is activated for a disaster response, the Navy EPLOs will support the DCO as directed by the RPA.

2. **Command Relationships**

a. Pre-Mobilization Phase. Navy EPLOs assigned to represent the RPA to the States of California, Arizona and Nevada STARC, FEMA Region IX, and CONUSA-5 will be under the operational control of the RPA. Navy EPLOs will have direct liaison responsibility with and between the RPA and these areas.

b. Alerts and Mobilization Phase. When competent authority has declared an alert posture or mobilization, Navy EPLOs will fall under the operational and administrative command of the Commander, Navy Region Southwest. Authorization for ADT orders/funding will be immediately requested from COMNAVRESFOR. Navy EPLOs will represent the RPA on the respective STARC, FEMA Region IX, or CONUSA-5 staffs to include Defense Coordination Element (DCE).

c. Demobilization Phase. When the declared alert posture for which a Navy EPLO was mobilized has been terminated by competent authority, or the assigned tasking is complete, and when directed by the RPA, the Navy EPLO shall stand down and return to previous Naval Reserve status.

3. **Administrative Procedures**. In accordance with COMNAVRESFORINST 3000.1 (Series) and NMPCINST 1611.17 (Series), Commander, Navy Region Southwest is the regular reporting senior for each Navy EPLO, and will submit regular reports of officer fitness and forward them to the Navy Military Personnel Command.

4. **Action**.

a. Commander, Naval Reserve Readiness Command Southwest (COMNAVREDCOMSW) will provide administrative support to the Navy EPLOs assigned to Navy Region Southwest in accordance with COMNAVRESFOR directives.

b. Navy Emergency Preparedness Liaison Officers (EPLO) will:

(1) Assist the RPA with assist visits and program compliance evaluations of Navy commands throughout the region.

(2) Be conversant with all Department of Defense and Navy directives pertinent to emergency management and disaster preparedness planning, military support plans, and other documents related to civil support.

(3) Be knowledgeable of the Navy, Marine Corps, and Coast Guard chains of command and control architectures, and be familiar with FEMA, state government, and other military organizational structures, concepts, and procedures.

(4) Advise and assist STARC, FEMA IX, and CONUSA staffs in developing and maintaining plans for military support during

disaster relief operations while keeping the RPA informed of developments on issues that pertain to military support of emergency/disaster operations.

(5) Maintain familiarity with manpower capabilities, equipment availability, and priorities for military support to civil authorities of Navy commands and activities within the area of responsibility, and update this information as necessary with the RPA.

(6) Coordinate planning with the appropriate U.S. Coast Guard districts regarding participation of their forces in civil emergency operations.

(7) Maintain familiarity with federal, state, and local civil disaster relief organizations and assist them in developing emergency management plans, particularly with reference to planning for possible DON support.

(8) Participate in exercises involving military support to civil authorities when Navy liaison is directed.

c. STARC. Navy EPLOs assigned to represent the RPA to the State Adjutant General/State Area Command will:

(1) Be familiar with the state plan for military support of civil disasters and likely Navy installation tasking requirements.

(2) Periodically visit STARC offices.

(3) Following issuance of a presidential disaster declaration, and upon direction of the RPA, report to the CONUSA designated DCO and provide the following support:

(a) Assist in validating requests for Navy assistance from the state emergency services office, in addition to requests for Navy assistance received by the DCO.

(b) Coordinate with the RPA, FEMA, and CONUSA-5 on requests for use of Navy resources and status of assistance operations within the state.

(c) Provide the DCO, the STARC, and the RPA with updated reports on available Navy resources.

(d) Assist in obtaining civilian controlled resources in support of Navy missions.

(4) Monitor the status of state assets that have been placed on the critical asset list as defined in OPNAVINST 3440.16 (Series), NMPCINST 1611.17 (Series) and DOD Directive 5160.54 (Series).

        (5) Perform other duties as required by the RPA.

    d. FEMA Region IX. Navy EPLOs assigned to represent the RPA
to the Federal Emergency Management Agency (FEMA) Region IX will:

        (1) Represent the RPA as a member of the FEMA regional
military emergency coordinator team.

        (2) Be familiar with each state office of emergency
services, their civil disaster organizations and operations, and
Navy EPLO functions that will allow rapid contact with military
support officials in each STARC.

        (3) Be cognizant of the operation and mission of all
federal agencies represented on the Regional Preparedness
Committee (RPC), the Regional Resource Advisory Board (RRAB), and
the key personnel in these agencies.

        (4) Coordinate FEMA requests for Navy resources.

        (5) Perform other duties as required by the RPA.

    e. CONUSA-5. Navy EPLOs assigned to represent the RPA to
the Fifth Continental U.S. Army (CONUSA-5) will:

        (1) Coordinate FEMA and STARC requests for Navy resources
in the CONUSA-5 area of responsibility.

        (2) Coordinate planning for military assistance and
support to civil authorities with the RPA.

        (3) Coordinate emergency management and disaster
preparedness training and planning with the CONUSA-5 in concert
with the RPA.

        (4) Perform other duties as required by the RPA.

5. **Reporting Requirements**

    a. Navy EPLOs will submit quarterly reports to the RPA
detailing their activities during the previous quarter and
outlining projected activities for the next quarter in the
following format:

        (1) Reporting quarter activities.

        (2) Projected next quarter activities.

        (3) Projected long range activities.

        (4) Observations, questions and concerns.

b. Quarterly reports will be submitted not later than the following dates:

        (1) 15 January for the first quarter of the fiscal year.

        (2) 15 April for the second quarter of the fiscal year.

        (3) 15 July for the third quarter of the fiscal year.

        (4) 15 October for the fourth quarter of the fiscal year.

c. Copies of quarterly reports will be provided to COMNAVRESFOR and COMNAVRESREDCOMSW.

d. Quarterly reports may be submitted by e-mail.

e. Navy EPLOs will submit annual projected fiscal year active duty training and inactive duty training travel requirements to COMNAVRESFOR, with a copy to the RPA and COMNAVRESREDCOMSW by March 1st of each year.

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex I

Command, Control, Communications, and Information (C3I)

1. **Discussion**

    a. A stationary or mobile Emergency Operations Center (EOC) is a location from which centralized emergency management can be performed by providing a complete command, control, communications, and information capability. The use of EOCs is a standard practice in emergency management.

    b. An EOC must be capable of serving as the central point for:

        (1) Coordination of all the jurisdiction's emergency operations.

        (2) Information gathering and dissemination.

        (3) Coordination with other Navy EOCs, federal emergency operations centers, and local civil emergency operations centers as necessary within the appropriate area of responsibility.

        (4) Resources management.

        (5) Risk management.

        (6) Cost Analysis.

        (7) Advance planning based on situation.

        (8) Public Affairs matters.

        (9) Safety issues.

        (10) Environmental issues.

2. **Action**

    a. The Regional Planning Agent (RPA) shall maintain a Regional EOC. During emergency situations, the Regional EOC shall be manned under the basic concepts of the National Interagency Incident Management System (NIIMS) Incident Command System (ICS).

b. Designated Sub-Regional Planning Agents (SRPAs) shall have functional EOCs with standardized capability throughout their area of responsibility.

3. **EOC Activation**

    a. Activation of the Regional EOC will be determined by the RPA.

b. Activation of SRPA EOCs will be determined by the appropriate SRPA.

    c. An EOC may be partially or fully staffed to meet the demands of the emergency/disaster.

4. **Common Responsibilities**. Common responsibilities are applicable to all Incident Command System (ICS) staff and incident personnel at the field Incident Command Post (ICP), Departmental Operations Center (DOC), and Emergency Operations Center (EOC) level.

    a. All EOC staff personnel shall receive assignment from their agency or Navy command. All personnel shall review their emergency assignment including:

        (1) Job assignment designation (position). All personnel shall know to whom they report and exactly what their responsibility will be.

        (2) Having a clear understanding of their decision-making authority for their agency or Navy command while at an incident at the field level or in an EOC. All personnel shall determine this as soon as there are aware that they may be assigned to an incident or an EOC.

        (3) Resource order number and request number.

        (4) Reporting location.

(5) Reporting time.

(6) Travel instructions.

(7) Prepare personnel items that will be needed.

(8) Assemble/Update a travel kit containing, manuals, contact lists, and other reference materials that may be needed for the assigned position.

(9) Any special communications instructions, e.g., travel frequency.

   b. Upon arrival, all personnel shall check in at the designated check in location. Check in may be required at:

(1) The Regional or Sub-Regional Planning Agent Emergency Operations Center (EOC).

(2) A Departmental Operations Center (DOC) such as public works, medical, etc.

(3) Field level Incident Command Post (ICP).

(4) Base or camps.

(5) Staging areas.

   c. Personnel instructed to report directly to a line assignment at the field level should check in with the Division or Group Supervisor.

   d. Personnel instructed to report to an EOC should ask for the check in location and immediately:

(1) Receive a briefing from the immediate supervisor.

(2) Acquire work materials.

(3) Organize and brief subordinates.

(4) Use clear text and standard ICS terminology.

   e. Common responsibilities of all ICS Unit leaders shall include:

     (1) Participate in incident planning meetings, as
required.

     (2) Determine current status of unit activities.

     (3) Confirm with personnel that they are assigned to
recall personnel and resources of time of arrival of staff and
supplies.

     (4) Assign specific duties to staff and supervise staff.

     (5) Develop and implement accountability, safety, and
security measures for unit's personnel and resources.

     (6) Supervise demobilization of unit, including storage
of supplies.

     (7) Provide the Supply Unit Leader with a list of
supplies to be replenished.

     (8) Maintain a Unit Log on CNRSW ICS Form 214.

5. **EOC Organization**

    a. To ensure continuity, and to be consistent with FEMA
practices, it is essential that all EOCs provide for the five
functions of ICS. The five functions are:

     (1) Management. The element within an EOC responsible
for overall emergency policy and coordination through the joint
efforts of commands and/or tenants with in the area of
responsibility.

     (2) Operations. The element within an EOC organization
responsible for coordinating all tactical operations in support
of the emergency response through implementation of an Incident
Action Plan.

     (3) Planning and Intelligence. The element within an
EOC organization responsible for collecting, evaluating, and
disseminating information and developing an Incident Action Plan
(IAP).

     (4) Logistics. The element within an EOC organization
responsible for providing facilities, services, personnel,
equipment and materials.

     (5) Finance and Administration. The element within an EOC organization responsible for financial activities and other administrative aspects.

    b. Other tenant commands and agency emergency functions may be placed under the five essential functions.

    c. Standard Incident Command System (ICS) terminology shall be used within all EOC environments to eliminate confusion.

    d. Figure I-1 illustrates all positions in a fully activated EOC under the basic concepts of the Incident Command System (ICS). Although all positions indicated would not necessarily be physically located inside the EOC, this illustration represents the EOC organization and chain of command.
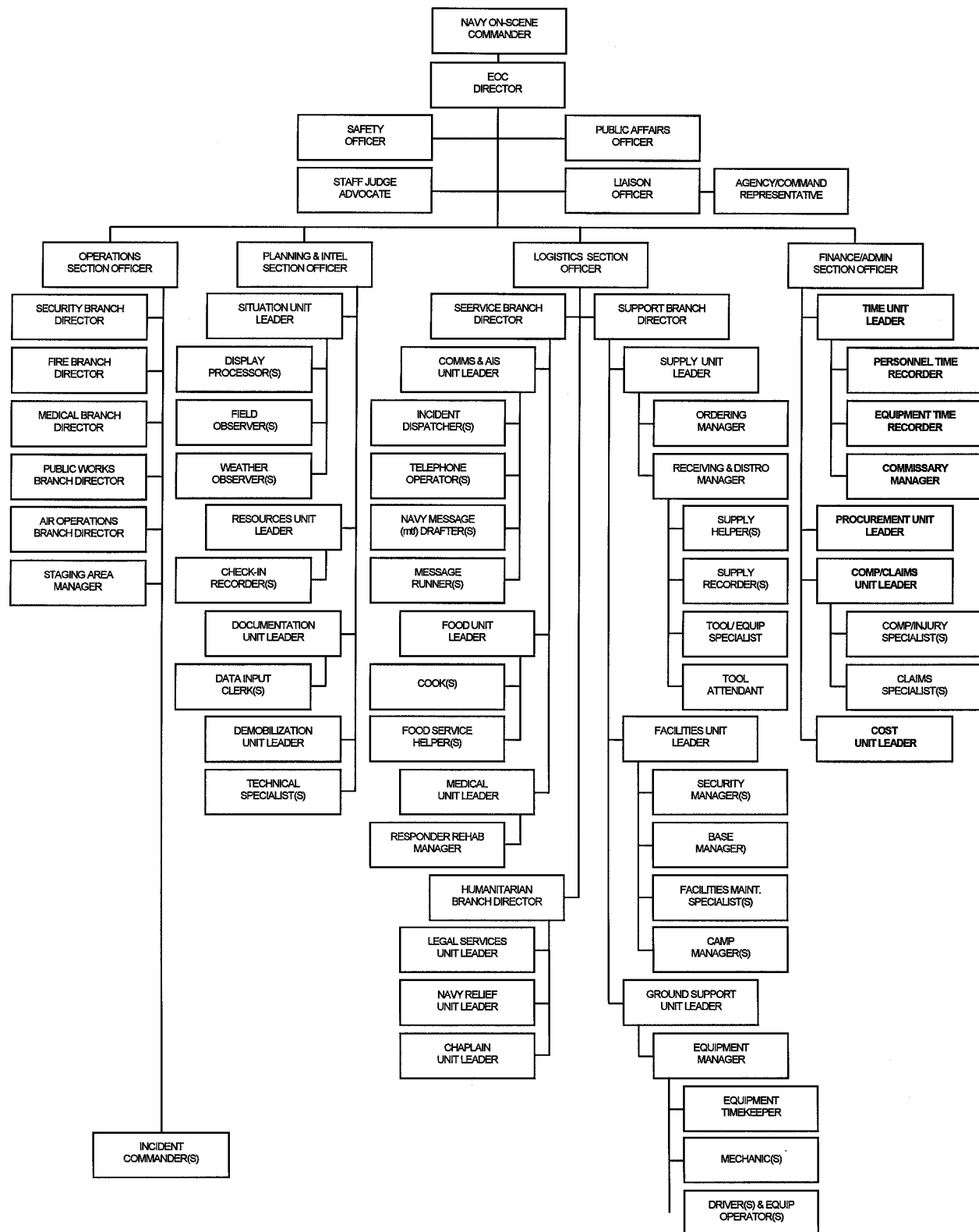
Figure I-1

e. Figure I-2 illustrates the core group positions in a fully activated EOC that would normally be physically located inside the EOC. This illustration also represents the EOC organization and chain of command.
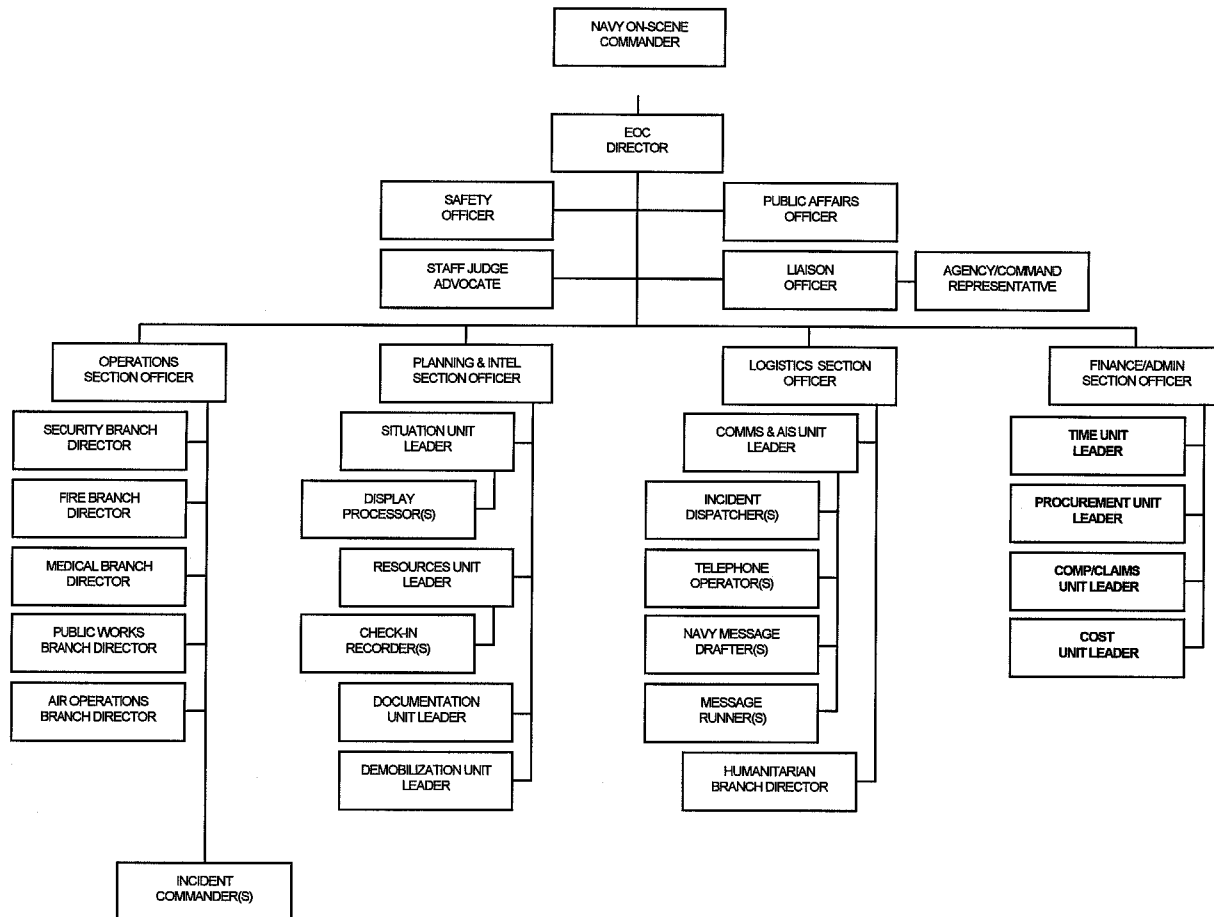
Figure I-2

e. Regional, SRPA, and/or mobile EOCs shall be established and staffed in accordance with the basic concepts of ICS and this instruction. The Navy On-Scene Commander and EOC Director shall always have positions within an EOC. All other EOC positions will be activated as necessary.

f. Pre-identifying and pre-assigning personnel for EOC positions must be accomplished long **before** the need to activate an EOC exists.

6. **EOC Positions**. Listed below are the specific duties and responsibilities of all EOC positions. However, the list does not necessarily represents the EOC chain of command.

a. Navy On-Scene Commander. The Commander, Navy Region Southwest is the Regional Planning Agent (RPA) for all emergency management related issues throughout the States of California, Arizona and Nevada. The RPA shall be the Navy On-Scene Commander for all incidents occurring within San Diego County. The Sub-Regional Planning Agent (SRPA) Commanding Officer shall be the Navy On-Scene Commander for all incidents occurring within their designated area of responsibility. The duties and responsibilities of the Navy On-Scene Commander are:

    (1) Pre-identify and pre-assign one person as EOC Director.

    (2) Activate the EOC and supervise all subordinate positions as necessary for the situation.

    (3) Be responsible for the overall management of all emergencies and/or disasters occurring within the area of responsibility.

    (4) Designate an individual (usually the EOC Director) to assume the duties and responsibilities of Navy On-Scene Commander the in his/her absence.

b. EOC Director. The person designated to fill this position shall:

    (1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

    (2) Identify and pre-assign one primary person for the following subordinate EOC positions:

        (a) Public Affairs Officer.

        (b) Safety Officer.

        (c) Liaison Officer.

        (d) Civilian Agency or Military Command Representative.

NOTE: Assignment of the Civilian Agency or Military Command Representative position is based on the type of incident.

        (e) Staff Judge Advocate.

(f) Operations Section Officer. Assignment of the Operations Section Officer position is based on the type of incident, and the education, training, and experience of the individual.

(g) Planning and Intelligence Section Officer.

(h) Logistics Section Officer.

(i) Finance and Administration Section Officer.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Identify the Incident Commander(s) at the Incident Command Post(s) (ICP).

(6) Assess the situation and/or obtain a briefing from the staff duty officer and/or the Incident Commander (IC).

(7) Establish the immediate priorities.

(8) Determine incident objectives and strategy.

(9) Ensure planning and status up-date meetings are scheduled as required.

(10) Ensure Navy messages are completed and transmitted in the required time limits.

(11) Approve and authorize the implementation of an Incident Action Plan.

(12) Ensure that adequate safety measures are in place.

(13) Coordinate activity for all command and general staff.

(14) Ensure coordinate with other civil and military EOCs as necessary.

(15) Coordinate with key people and officials.

(16) Approve requests for additional resources or for the release of resources.

(17) Keep the Navy On-Scene Commander informed of emergency and/or disaster status.

(18) Approve the use of volunteers when no Navy personnel are available.

(19) Authorize release of information to the news media, agencies or other Navy organizations after the Navy On-Scene Commander approves.

(20) Order the demobilization of the incident when appropriate.

(21) Keep the Navy On-Scene Commander apprised of any legal, environmental and political concerns. Ensure the Incident Status Summary (CNRSW ICS form 209) is completed and forwarded to the Navy On-Scene Commander at pre-established times.

(22) Act as the Navy On-Scene Commander in the absence of the Navy On-Scene Commander.

(23) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for the command element.

c. Public Affairs Officer. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervise assistant EOC positions as necessary for the situation.

(3) Review the common responsibilities.

(4) Formulate and release information about the incident to the news media, incident personnel, EOC staff, and other appropriate agencies/commands.

(5) Prepare initial information summary as soon as possible after arrival obtain prior approval and post in common area.

(6) Observe constraints on the release of information imposed by the EOC director.

(7) Obtain approval for release by the Navy On-Scene Commander.

(8) Attend meetings to update information release.

(9) Arrange for meetings between media and incident personnel.

(10) Provide controlled area and escort service for media and VIP's (city, county, and state governor/mayor or their representatives). Ensure all escorts are kept in safe areas.

(11) Respond to special request for information.

(12) Issue other information after the incident, such as prepare final summary of the incident events, human interest stories, acts of heroism, historical value of property such as damaged, destroyed and/or saved, how other information can be obtained about the incident, etc.

(13) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

d. Safety Officer. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervise assistant EOC positions as necessary for the situation.

(3) Review the common responsibilities.

(4) Recommend measures for assuring personnel safety.

(5) Participate in planning meetings.

(6) Assess and/or anticipate hazardous and unsafe situations.

(7) Review the Incident Action Plan for safety implications.

(8) Issue and post safety bulletins as necessary.

(9) Investigate accidents that have occurred within the incident area and coordinate with the Compensation and Claims Unit in the Finance Section, and the Medical Unit Leader under the Logistics Section as necessary. Keep the Branch Director of the individual that was injured apprised of the findings. Branch Directors ensure their Command or Agency forms are filled out and turned in to their prospective Department.

(10) Exercise emergency authority to stop and prevent unsafe acts that are outside the scope of the Incident Action Plan and advise the Operations Section Officer and EOC Director.

(11) Review and approve the Medical Plan.

(12) Develop hazardous material site safety plans as required.

(13) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

e. Liaison Officer. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervise assistant EOC positions as necessary for the situation.

(3) Review the common responsibilities.

(4) Act as the point of contact for personnel assigned to the incident by assisting or cooperating agencies or military commands. Representatives assigned to the incident either by military or non-military agencies. These are personnel other than those on direct tactical assignments or those involved in a unified command.

(5) Maintain a list of assisting and cooperating military commands or agencies and military/agency representatives.

INCIDENT BRIEFING		Page 1 of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

MAP SKETCH

CNRSW ICS Form 201-A (04/00)

Figure I-15A

INCIDENT BRIEFING	Page 2 of

SUMMARY OF CURRENT ACTIONS

CNRSW ICS Form 201-B (04/00)

Figure I-15B

INCIDENT BRIEFING	Page 3 of

CURRENT ORGANIZATION

```
                    ┌─────────────────────┐
                    │ INCIDENT COMMANDER  │
                    │ _____   │
                    └─────────────────────┘
                             │
                    ┌─────────────────────┐
                    │     DEPUTY IC       │
                    │ _____   │
                    └─────────────────────┘
                             │
       ┌──────────────────┐  │  ┌──────────────────────┐
       │ LIAISON OFFICER  │  │  │ PUBLIC AFFAIRS OFFICER│
       │ _____   │  │  │ _____ │
       └──────────────────┘  │  └──────────────────────┘
                             │  ┌──────────────────────┐
                             │  │   SAFETY OFFICER     │
                             │  │ _____ │
                             │  └──────────────────────┘
                             │
   ┌──────────┬──────────────┴─────────┬──────────────┐
┌──────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│OPERATIONS│ │PLANNING/INTEL│ │  LOGISTICS   │ │FINANCE/ADMIN │
│ SECTION  │ │  SECTION     │ │  SECTION     │ │  SECTION     │
│  CHIEF   │ │   CHIEF      │ │   CHIEF      │ │   CHIEF      │
└──────────┘ └──────────────┘ └──────────────┘ └──────────────┘
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OPERATIONS SECTION CHIEF	PLANNING/INTEL SECTION CHIEF	LOGISTICS SECTION CHIEF	FINANCE/ADMIN SECTION CHIEF

DIVISION/GROUP: ____	DIVISION/GROUP: ____	DIVISION/GROUP: ____	AIR ____

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_____
_____
_____
_____
_____
_____
_____
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(LIST ADDITIONAL DIVISIONS, GROUPS, UNITS, ETC., AS APPROPRIATE)

CNRSW ICS Form 201-C (04/00)

Figure I-15C

INCIDENT BRIEFING				Page 4 of
RESOURCE SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION / ASSIGNMENT

CNRSW ICS Form 201-D (04/00)

Figure I-15D

INCIDENT OBJECTIVES		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (EOC Director):

GENERAL CONTROL OBJECTIVES FOR THE INCIDENT INCLUDING ALTERNATIVES

WEATHER FORECAST FOR THE OPERATIONAL PERIOD

GENERAL/SAFETY MESSAGE

ATTACHMENTS
(Check if attached)

☐ Organization Assignment List (CNRSW ICS Form 203)   ☐ Medical Plan (CNRSW ICS Form 206)

☐ Division Assignment List (CNRSW ICS Form 204)   ☐ Incident Map

☐ Communications Plan (CNRSW ICS Form 205)   ☐ Traffic Plan   ☐ Directory

CNRSW ICS Form 202 (04/00)

Figure I-16

ORGANIZATION ASSIGNMENT LIST		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

ASSIGNMENTS

COMMAND STAFF

NOSC: _____   EOC DIRECTOR: _____

LIAISON OFFICER: _____   PAO: _____

SAFETY OFFICER: _____   SJA: _____

AGENCY/MILITARY COMMAND REPRESENTATIVES

AGENCY: _____   NAME: _____

AGENCY: _____   NAME: _____

AGENCY: _____   NAME: _____

OPERATIONS SECTION

SECTION OFFICER: _____   DEPUTY: _____

_____

BRANCH I DIVISIONS/GROUPS

DIRECTOR: _____   DEPUTY: _____

DIVISION/GROUP: _____   DIVISION/GROUP: _____

_____

BRANCH II DIVISIONS/GROUPS

DIRECTOR: _____   DEPUTY: _____

DIVISION/GROUP: _____   DIVISION/GROUP: _____

_____

BRANCH III DIVISIONS/GROUPS

DIRECTOR: _____   DEPUTY: _____

DIVISION/GROUP: _____   DIVISION/GROUP: _____

PLANNING/INTELLIGENCE SECTION

SECTION OFFICER: _____   DEPUTY: _____

RESOURCES UNIT: _____   SITUATION UNIT: _____

DOCUMENTATION UNIT: _____   DEMOBILIZATION UNIT: _____

TECHNICAL SPECIALISTS: _____   TECHNICAL SPECIALISTS: _____

LOGISTICS SECTION

SECTION OFFICER: _____   DEPUTY: _____

SUPPORT BRANCH DIR: _____   DEPUTY: _____

SUPPLY UNIT: _____   FACILITIES UNIT: _____

TRANSPORTATION UNIT: _____   OTHER (SPECIFY): _____

SERVICE BRANCH DIR: _____   DEPUTY: _____

COMS/IR UNIT: _____   MEDICAL UNIT: _____

FOOD UNIT: _____   OTHER (SPECIFY): _____

HUMANITARIAN BRANCH DIR: _____   DEPUTY: _____

CHAPLAIN UNIT: _____   FAMILY SERVICES UNIT: _____

NAVY LEGAL SERVICE UNIT: _____   PSD UNIT: _____

FINANCE/ADMINISTRATION SECTION

SECTION OFFICER: _____   DEPUTY: _____

TIME UNIT: _____   PROCUREMENT UNIT: _____

COMP/CLAIMS UNIT: _____   COST UNIT: _____

CNRSW ICS Form 203 (04/00)

Figure I-17

DIVISION ASSIGNMENT LIST

Page   of

INCIDENT NAME:		TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):		DATE PREPARED:	APPROVED BY (Name & position):
BRANCH:	DIVISION:		GROUP:

OPERATIONAL PERSONNEL

SECTION OFFICER: _____   DIVISION/GROUP SUPERVISOR: _____

BRANCH DIRECTOR: _____   AIR ATTACK SUPERVISOR NO: _____

RESOURCES ASSIGNED THIS PERIOD

STRIKE TEAM/TASK FORCE RESOURCE DESIGNATOR		LEADER	NUMBER OF PERSONS	TRANSPORTATION NEEDED	DROP OFF BY TIME	PICK UP BY TIME

CONTROL OPERATIONS:

SPECIAL INSTRUCTIONS:

DIVISION/GROUP COMMUNICATIONS SUMMARY

CHANNEL:	FREQUENCY: TX: RX:	CTCSS/PL	USER:
CHANNEL:	FREQUENCY: TX: RX:	CTCSS/PL	USER:
CHANNEL:	FREQUENCY: TX: RX:	CTCSS/PL	USER:

CNRSW ICS Form 204 (04/00)

Figure I-18

COMMUNICATIONS PLAN

Page   of

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

BASIC RADIO CHANNEL UTILIZATION

SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY	CTCSS/PL	ASSIGNMENT
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		

COMMENTS/NOTES

CNRSW ICS Form 205 (04/00)

Figure I-19

MEDICAL PLAN

			Page of
INCIDENT NAME:		TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):		DATE PREPARED:	REVIEWED BY (Safety Officer):

MEDICAL AID STATIONS

STATION	LOCATION	PARAMEDICS
		YES NO
		YES NO
		YES NO
		YES NO

AMBULANCE SERVICES

NAME	ADDRESS	PHONE NO.	PARAMEDICS
			YES NO
			YES NO
			YES NO
			YES NO

INCIDENT AMBULANCES

NAME	LOCATION	PARAMEDICS
		YES NO
		YES NO
		YES NO
		YES NO

HOSPITALS

NAME	ADDRESS	PHONE NO.	TRAVEL TIME	HELIPAD	BURN CENTER
			AIR: GRND:	YES NO	YES NO
			AIR: GRND:	YES NO	YES NO
			AIR: GRND:	YES NO	YES NO
			AIR: GRND:	YES NO	YES NO

MEDICAL EMERGENCY PROCEDURES

CNRSW ICS Form 206 (04/00)

Figure I-20

ORGANIZATION CHART

	Page of
INCIDENT NAME:	
	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

```
                    NAVY ON-SCENE COMMANDER

                         EOC DIRECTOR

   LIAISON OFFICER                        PUBLIC AFFAIRS OFFICER

   STAFF JUDGE ADVOCATE                   SAFETY OFFICER


 PLANNING/INTEL      OPERATIONS        LOGISTICS        FINANCE/ADMIN
 SECTION OFFICER   SECTION OFFICER   SECTION OFFICER   SECTION OFFICER


              BRANCH              BRANCH


        DIV A      DIV B     DIV C     DIV D
```

(ADD POSITION TITLES AND DRAW LINES OF COMMAND AS APPROPRIATE)

CNRSW ICS Form 207 (04/00)

Figure I-21

INCIDENT STATUS SUMMARY

Page ___ of ___

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):

OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

LOCATION/JURISDICTION:	TYPE:	CAUSE:	START TIME:	FINISH TIME:

AREAS INVOLVED:	AREAS EVACUATED:

CIVIL AGENCY/MILITARY RESOURCES:	SHELTER AREAS:

A – MILITARY CASUALTIES: INJURIES:_____ DEATH:_____	B – FEDERAL EMPLOYEE CASUALTIES: INJURIES:_____ DEATH: _____

C – CIVILIAN CASUALTIES: INJURIES:_____ DEATH:_____	D – DAMAGE ESTIMATES: MILITARY:_____ CIVILIAN: _____

CURRENT WEATHER:	WEATHER FORECAST:

HOSPITAL/CONTACT PERSONS:	ROAD STATUS:

EXPECTED HAZARDS (TYPE AND LOCATION):	PAO NAME AND PHONE NUMBER:

MISCELLANEOUS:

☐ INITIAL ☐ UPDATE ☐ FINAL	SENT TO:_____ TIME: DATE: BY:

CNRSW ICS Form 209 (04/00)

Figure I-22

STATUS CHANGE FORM		Page of
INCIDENT NAME:	**TIME PREPARED:**	**PREPARED BY (Name & position):**
OPERATIONAL PERIOD (Time & date):	**DATE PREPARED:**	**APPROVED BY (Name & position):**
NAME OF RESOURCE OR DESIGNATOR:	**IDENTIFICATION NUMBER:**	

STATUS

☐ ASSIGNED   ☐ AVAILABLE   ☐ OUT OF SERVICE (Rest)

☐ OUT OF SERVICE (Mechanical)   ☐ OUT OF SERVICE (Personal)   ☐ RESTAT PROCESS

☐ OUT OF SERVICE (Other - Specify)_____

FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:

MESSAGE

CNRSW ICS Form 210 (04/00)

Figure I-23

CHECK-IN LIST

		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

CHECK IN LOCATION

☐ BASE ☐ STAGING MANAGER ☐ ICP RESOURCE STATUS

☐ HELICOPTER BASE ☐ AIRPORT ☐ EOC RESOURCE STATUS

☐ OTHER (SPECIFY)_____

PERSONNEL

SINGLE RESOURCE STRIKE TEAM TASK FORCE	KIND & TYPE	ORDER REQUEST NUMBER	DATE & TIME CHECK-IN	LEADER'S NAME & AGENCY/COMMAND	TOT	HOME BASE	DEPARTING POINT	MODE OF TRAVEL	INCIDENT ASSIGNMENT LOCATION	INFO TO RESTAT TIME & INITIALS	DEMOBILIZATION TIME & INITIALS

COMMENTS

CNRSW ICS Form 211-A (04/00)

Figure I-24A

CHECK-IN LIST

Page ___ of ___

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

CHECK IN LOCATION

☐ BASE   ☐ STAGING MANAGER   ☐ ICP RESOURCE STATUS

☐ HELICOPTER BASE   ☐ AIRPORT   ☐ EOC RESOURCE STATUS

☐ OTHER (SPECIFY)_____

EQUIPMENT

AGENCY OR COMMAND	DATE & TIME OF CHECK IN	EQUIPMENT KIND, TYPE & IDENTIFICATION NUMBER	TOT	METHOD OF TRAVEL	INCIDENT OR ASSIGNMENT REPORTING LOCATION	INFO TO RESTAT TIME & INITIALS	DEMOBILIZED TIME * DATE

COMMENTS

CNRSW ICS Form 211-B (04/00)

Figure I-24B

GENERAL MESSAGE FORM

		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

FROM:	OFFICE:
TO:	OFFICE:

SUBJECT:

MESSAGE:

REPLY:

TIME OF REPLY:	DATE OF REPLY:	REPLY FROM:

CNRSW ICS Form 213 (04/00)

Figure I-25

UNIT LOG

	Page of

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

UNIT NAME:	UNIT DESIGNATOR:	UNIT LEADER:

PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	HOME BASE

EVENTS LOG

TIME	MAJOR EVENTS

CNRSW ICS Form 214-A (04/00)

Figure I-26A

UNIT LOG	Page of

EVENTS LOG (Continued)

TIME	MAJOR EVENTS

CNRSW ICS Form 214-B (04/00)

Figure I-26B

OPERATIONAL PLANNING WORKSHEET

Page   of

| INCIDENT NAME: | | | TIME PREPARED: | PREPARED BY (Name & position): |
| OPERATIONAL PERIOD (Time & date): | | | DATE PREPARED: | APPROVED BY (Name & position): |

DIVISION/GROUP OR OTHER LOCATION	WORK ASSIGNMENTS	RESOURCES (Show Strike Teams as ST)				REPORTING LOCATION	REQUESTED ARRIVAL TIME
		RESOURCE TYPE					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					

TOTAL RESOURCES REQUESTED	SINGLE RESOURCE				REMARKS:
	STRIKE TEAM				
TOTAL RESOURCES ON HAND	SINGLE RESOURCE				
	STRIKE TEAM				
TOTAL RESOURCES NEEDED	SINGLE RESOURCE				
	STRIKE TEAM				

COMMENTS/NOTES:

CNRSW ICS Form 215 (04/00)

Figure I-27

DEMOBILIZATION CHECK-OUT		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):
DEMOBILIZATION NUMBER:	UNIT/PERSONNEL RELEASED:	TRANSPORTATION TYPE/NUMBER:
MANIFEST NUMBER:	ACTUAL RELEASE TIME AND DATE:	DESTINATION:
UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING:		AGENCY/REGION/AREA NOTIFIED:

UNIT/PERSONNEL RELEASED ARE SUBJECT TO SIGNOFF FROM THE FOLLOWING
(Demobilization unit leader check the appropriate box)

LOGISTICS SECTION		SUPPLY UNIT		COMMUNICATIONS UNIT	
FACILITIES UNIT		GROUND SUPPORT UNIT		PLANNING SECTION	
DOCUMENTATION UNIT		FINANCE SECTION		TIME UNIT	
SAFETY OFFICER (Only if personnel is driving. Must be physically fit and rested prior to being released (4-hour minimum)		OTHER (Specify)		OTHER (Specify)	

COMMENTS/NOTES

CNRSW ICS Form 221 (04/00)

Figure I-28

LOGISTICS ORDER FORM

			Page of
INCIDENT NAME:		TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):		DATE PREPARED:	APPROVED BY (Name & position):
RESOURCE (Include name, type, description, & quantity)			PRIORITY: ☐EMERGENCY ☐XPEDITE
PERSONNEL/SPECIAL SKILLS:			NEEDED BY (Time & date):
INCIDENT/PROJECT ORDER NUMBER:	OFFICE REFERENCE NUMBER:		REQUEST NUMBER:

DELIVER/REPORT TO (Circle as appropriate):   OTHER (Specify)

EOC DIR PAO SAFETY LIAISON OPS PLANS LOGISTICS FINANCE JAG

ICP   IC   PAO SAFETY LIAISON OPS PLANS LOGISTICS FINANCE STAGING MGR

DESCRIPTIVE LOCATION/RESPONSE AREA:	COMMENTS:

LOGISTICS SECTION
(If this form does not need to go to the Finance Section, the resource unit and the requestor must be notified of resource ETA)

RESOURCE OBTAINED FROM (Agency, company, etc.):	PHONE NO:	FAX NUMBER:	ORDER NO.	QTY
COSTS	PER HOUR	PER DAY	PER RESOURCE	TOTAL COSTS
CREWS				
OPERATORS				
TECHNICIANS				
OTHER (Specify)				

ACTION TAKEN:

ORDER PLACED BY:	TIME/DATE:

FINANCE SECTION
(The Finance Section is responsible for notifying the Resource Unit and requestor of resource ETA)

PO NUMBER:	EXECUTED BY (Name & position):	PHONE NUMBER:
EXECUTED DATE/TIME:	ETA REQUESTOR'S LOCATION:	DATE/TIME REQUESTOR NOTIFIED:

OTHER (Specify):

CNRSW ICS Form 222 (04/00)

Figure I-29

(6) Assist in establishing and coordinating inter-agency contacts.

(7) Keep military commands and agencies supporting the incident aware of incident status.

(8) Monitor incident operations to identify current or potential inter-organizational problems.

(9) Participate in planning meetings, providing current resource status, including limitations and capability of assisting military/agency resources.

(10) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

f. Civilian Agency or Military Command Representative. This position is situation dependent. In many multi-jurisdiction incidents, an agency or jurisdiction will send a representative to assist in the coordination efforts. A Civilian Agency or Military Command Representative is an individual assigned to an incident from an assisting or cooperating agency or military command who has been delegated authority to make decisions on matters effecting that agency's or military command's participation at the incident. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervise assistant EOC positions as necessary for the situation.

(3) Review the common responsibilities.

(4) Individuals assigned to an incident or EOC from an assisting or cooperating agency or Navy command who has been delegated authority to make decisions on matters effecting that agency or Navy command's participation at the incident.

(5) Ensure that all Agency or Navy resources are properly checked in at the EOC.

(6) Report to the Liaison Officer or to the EOC Director in the absence of the Liaison Officer.

(7) Obtain briefings from the Liaison Officer or the EOC Director.

(8) Inform assisting or cooperating agency or military command personnel on the incident that agency or military command representative position for that agency or military command has been filled.

(9) Attend briefings and planning meetings as required.

(10) Provide input on the use of agency or military command's resources unless resource technical specialists were assigned from the agency or military command.

(11) Cooperate fully with the EOC Director and the general staff on agency or military command's involvement at the incident.

(12) Ensure the well being of military personnel or agency personnel assigned to the incident.

(13) Advise the Liaison Officer of any special military or agency needs or requirements.

(14) Report to Navy command or civilian agency dispatch centers or headquarters on a prearranged schedule.

(15) Ensure that all agency or military personnel and equipment are properly accounted for and released prior to departure.

(16) Ensure that all required agency forms, reports and documents are completed prior to departure.

(17) Have a debriefing session with the Liaison Officer or the Incident Commander at the field level or the EOC Director if EOC has been activated.

(18) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

g. Staff Judge Advocate. In certain situations the Staff Judge Advocate should be situated within the Planning Section for general and advance planning. The duties and

responsibilities of the person designated to fill this position are:

     (1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

     (2) Activate and supervise assistant EOC positions as necessary for the situation.

     (3) Review the common responsibilities.

     (4) Act as primary legal advisor to the Navy On-Scene Commander, EOC Director, command staff, and general staff on all legal issues associated with the emergency/disaster.

     (5) Provide interpretation and application of federal and state law and other applicable directives and regulations associated with the functions of the Regional EOC regarding emergencies/disasters in the area of responsibility.

     (6) Review applicable laws and directives, reports, agreements, and other documents for accuracy, clarity, consistency, completeness, and compliance with legal consequences associated with the functions of the Regional EOC.

     (7) Assist the command and general staff in identifying potential legal impacts on wildlife habitats and sensitive areas and as well as legal impacts with regards to wildlife rescue, rehabilitation and cleanup operations with federal, state and local resource agencies.

     (8) Provide the command and general staff with information on the potential legal impacts of response operations.

     (9) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

  h. Operations Section Officer. The duties and responsibilities of the person designated to fill this position are:

     (1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary person for the following subordinate EOC positions:

(a) Security Branch Director.

(b) Fire Branch Director.

(c) Medical Branch Director.

(d) Public Works Branch Director.

(e) Air Operations Branch Director.

(f) Staging Area Manager.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Ensure appropriate Navy messages are completed and transmitted in the required time limits.

(6) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

i. Security Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person to each subordinate Division/Group Supervisor positions as necessary to allow 24 hour manning with 12-hour shifts.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Monitor and coordinate all law enforcement related activities associated with the incident.

(6) Attend planning meetings at the request of the Operations Section Officer.

(7) Resolve logistics problems reported by subordinates.

(8) Review Division/Group Assignment Lists (CNRSW ICS form 204) for division/groups within the branch. Modify lists based on effectiveness of current operations.

(9) Report to the Operations Section Officer when:

(a) The Incident Action Plan is to be modified.

(b) Additional resources are needed.

(c) Surplus resources are available.

(d) Hazardous situations or significant events occur.

(10) Approve accident and medical reports originating within the branch.

(11)   Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

   j.   Fire Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person to each subordinate Division/Group Supervisor positions as necessary to allow 24 hour manning with 12-hour shifts.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Monitor and coordinate all fire related activities associated with the incident.

(6) Attend planning meetings at the request of the Operations Section Officer.

(7) Review Division/Group Assignment Lists (CNRSW ICS form 204) for Division/Groups within Branch. Modify lists based on effectiveness of current operations.

(8) Resolve logistics problems reported by subordinates.

(9) Report to the Operations Section Officer when:

(a) The Incident Action Plan is to be modified.

(b) Additional resources are needed.

(c) Surplus resources are available.

(d) Hazardous situations or significant events occur.

(10) Approve accident and medical reports originating within the Branch.

(11) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

k. Medical Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person to each subordinate Division/Group Supervisor positions as necessary to allow 24 hour manning with 12-hour shifts.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Monitor and coordinate all medical, mass causality, and fatality related activities of victims or personnel injured or ill and death associated with the incident.

(6) Attend planning meetings at the request of the Operations Section Officer.

(7) Review Division/Group Assignment Lists (CNRSW ICS form 204) for Division/Groups within Branch. Modify lists based on effectiveness of current operations.

(8) Resolve logistics problems reported by subordinates.

(9) Report to the Operations Section Officer when:

(a) The Incident Action Plan is to be modified.

(b) Additional resources are needed.

(c) Surplus resources are available.

(d) Hazardous situations or significant events occur.

(10) Approve accident and medical reports originating within the Branch.

(11) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

l. Public Works Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person to each subordinate Division/Group Supervisor positions as necessary to allow 24 hour manning with 12-hour shifts.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Monitor and coordinate all public works and engineering related activities associated with the incident.

(6) Attend planning meetings at the request of the Operations Section Officer.

(7) Review Division/Group Assignment Lists (CNRSW ICS form 204) for Division/Groups within Branch. Modify lists based on effectiveness of current operations.

(8) Resolve logistics problems reported by subordinates.

(9) Report to the Operations Section Officer when:

(a) The Incident Action Plan is to be modified.

(b) Additional resources are needed.

(c) Surplus resources are available.

(d) Hazardous situations or significant events occur.

(10) Approve accident and medical reports originating within the Branch.

(11) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

m. Air Operations Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person to each subordinate Division/Group Supervisor position as necessary to allow 24 hour manning with 12-hour shifts.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Monitor and coordinate all fixed and rotary-wing aircraft operations associated with the incident.

(6) Monitor and coordinate all ground support including fuel, repair, maintenance, and loading/unloading of resources and safety associated with the incident.

(7) Attend planning meetings at the request of the Operations Section Officer.

(8) Review Division/Group Assignment Lists (CNRSW ICS form 204) for Division/Groups within Branch. Modify lists based on effectiveness of current operations.

(9) Resolve logistics problems reported by subordinates.

(10) Report to the Operations Section Officer when:

(a) The Incident Action Plan is to be modified.

(b) Additional resources are needed.

(c) Surplus resources are available.

(d) Hazardous situations or significant events occur.

(11) Approve accident and medical reports originating within the branch.

(12) Prepare and implement the air operations portion of the Incident Action Plan.

(13) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

n.   Staging Area Manager. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervise assistant EOC positions as necessary for the situation.

(3) Review the common responsibilities.

(4) Establish staging area layout.

(5) Determine any support needs for equipment, feeding, sanitation and security.

(6) Establish check in function as appropriate.

(7) Post areas for identification and traffic control.

(8) Request maintenance service for equipment at staging area as appropriate.

(9) Respond to request for resource assignments. This may be direct from the Operations Section or via the Incident Communications Center.

(10) Obtain and issue receipts for radio equipment and other supplies distributed and received at staging area.

(11) Maintain and provide status to Resource Unit of all resources in staging area.

(12) Maintain staging area in orderly condition.

(13) Advise the Operations Section Officer when reserve levels reach minimums.

(14) Demobilize staging areas in accordance with the incident Demobilization Plan.

   o. Planning and Intelligence Section Officer. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign one primary person for the following subordinate EOC positions:

(a) Situation Unit Leader.

(b) Resources Unit Leader.

(c) Documentation Unit Leader.

(d) Demobilization Unit Leader.

(e) Technical Specialist (depending on the situation).

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Collect and process situation information about the incident.

(6) Supervise preparation of the Incident Action Plan.

(7) Provide input to the EOC Director and Operations Section Officer in preparing the Incident Action Plan.

(8) Reassign out-of-service personnel already on-site to ICS organizational positions as appropriate.

(9) Establish information requirements and reporting schedules for Planning Section Units (e.g., resources, situation units, etc.).

(10) Determine the need for any specialized resources in support of the incident.

(11) If requested, assemble and disassemble strike teams and task forces not assigned to operations.

(12) Establish special information collection activities as necessary (e.g., weather, environmental, toxins, etc.)

(13) Provide periodic predictions on incident potential.

(14) Report any significant changes in incident status.

(15) Compile and display incident status information and for data input to computer if necessary.

(16) Oversee preparation and implementation of Incident Demobilization Plan.

(17) Incorporate plans, (e.g., traffic, medical, communications, etc.) into the Incident Action Plan.

(18) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

p. Situation Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts.

(a) Display Processor(s).

(b) Field Observer(s).

(c) Weather Observer(s).

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Prepare future projections of incident growth and worse case scenario, maps and intelligence information.

(6) Collect, process, and organize all incident information about the incident within the situation unit and prepare for incident briefings using the Incident Status Summary Form (CNRSW ICS Form 209) for presentation to the Navy On-Scene Commander, the EOC Director, or a unified command structure, including command and general staff officers when required.

(7) Ensure incident information is properly displayed.

(8) Provide incident weather information.

(9) Provide field observers to incident areas for information collection.

(10) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

q. Display Processor(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Determine:

(a) Location of work assignment.

(b) Numbers, types and locations of displays required.

(c) Priorities.

(d) Maps requirements for Incident Action Plan.

(e) Time limits for completion.

(f) Field Observer assignments and communications means.

(3) Update incident status information displays obtained from Field Observers, resources status reports, aerial and other photographs and infrared data.

(4) Ensure the displays that are used are also in notebook 8 X 11½ size and that the information from displays is documented in notebook.

(5) Obtain necessary equipment and supplies.

(6) Obtain copy of Incident Action Plan for each operational period.

(7) Assist the Situation Unit Leader in analyzing and evaluating field reports.

(8) Develop required displays in accordance with time limits for Completion.

r. Field Observer(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Collect situation information from personal observations at the incident and provide this information to the Situation Unit Leader.

(3) Determine:

    (a) Location of assignment.

    (b) Type of information required.

    (c) Priorities.

    (d) Time limits for completion.

    (e) Method of communicating.

    (f) Method of transportation.

(4) Obtain copy of Incident Action Plan for the operational period.

(5) Obtain necessary equipment and supplies.

(6) Perform field observer responsibilities to include but not limited to the following:

    (a) Perimeters of incident.

    (b) Locations of hot spots.

    (c) Weather conditions.

    (d) Hazards including escape routes and safe areas.

    (e) Progress of Operations resources.

(7) Be prepared to identify all facility locations (heliports, division and branch boundaries, etc.)

(8) Report information to Situation Unit Leader by established procedure.

(9) Report immediately any condition observed which may cause danger and safety hazard to personnel.

(10) Gather intelligence that will lead to accurate predictions.

(11) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

s. Weather Observer(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Collect current incident weather information and provide the information to an assigned meteorologist, Technical Specialist (if one has been assigned) or the Situation Unit leader.

(3) Determine:

(a) Nature and location of work assignments.

(b) Weather data collection methods to be used.

(c) Priorities for collection.

(d) Specific types of information required.

(e) Frequency of reports.

(f) Method of reporting.

(g) Source of equipment.

(4) Obtain weather data collection equipment.

(5) Obtain appropriate transportation to collection site(s).

(6) Record and report weather observations at assigned locations on schedule.

(7) Turn in equipment at completion of assignment.

(8) Demobilize according to Incident Demobilization Plan.

(9) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

t. Resource Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel for the following subordinate EOC position to allow 24 hour manning with 12-hour shifts:

(a) Check-in Recorder(s)

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Establish check in responsibilities.

(6) Maintain the status of all resources (availability, assigned at incident, and out of service) primary and support resources at an incident.

(7) Provide and oversee all check-in locations for all resources assigned to an incident.

(8) Maintain a status keeping system indicating current location and status of all resources, and maintenance of a master list of all resources, e.g., key supervisory personnel, primary and support resources, etc.

(9) Prepare an organization assignment list on CNRSW ICS Forms 203 and 207 (Organizational Chart).

(10) Prepare and maintain the Regional EOC display (to include organization chart and resources allocation and deployment).

u. Check-In Recorder(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Obtain work materials, including Check-In Lists (CNRSW ICS form 211).

(3) Establish communications with the Communications Center.

(4) Post signs so that arriving resources can easily find the check-in locations.

(5) Record check-in information on Check-in Lists (CNRSW ICS form 211).

(6) Transmit check-in information to the Resource Unit on regular pre-arranged schedule.

(7) Forward completed Check-in Lists (CNRSW ICS form 211) and status change on resources/personnel to the Resource Unit Leader.

v. Documentation Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel for the following subordinate EOC position to allow 24 hour manning with 12-hour shifts:

(a) Data Input Clerk(s).

(3) Activate and supervise subordinate EOC positions listed on the position description as necessary for the situation.

(4) Review the common responsibilities.

(5) Set up work area and begin organization of incident files.

(6) Provide duplication services and respond to requests.

(7) Review records for accuracy and completeness and inform appropriate units of errors and omissions.

(8) Provide incident documentation as requested.

(9) Maintain accurate, up-to-date incident files.

(10) Ensure all logs are turned in at the end of each operational period from the sections, branches, and units.

(11) Store files for post-incident use when the incident is secured.

w. Data Input Clerk(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Place data in computer from all sources, e.g., unit logs, reports, etc., or as directed by the Documentation Unit Leader.

x. Demobilization Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Review the common responsibilities.

(3) Review incident resources records to determine the likely size and extent of demobilization effort.

(4) Based on the above analysis, add additional personnel, workspace and supplies as needed.

(5) Coordinate demobilization with Navy command or civilian agencies representatives.

(6) Monitor on going Operations Section resource needs.

(7) Identify surplus resources and probable release time.

(8) Develop incident checkout function for all Units.

(9) Evaluate logistics and transportation capabilities to support demobilization.

(10) Establish communications with off-incident facilities, as necessary.

(11) Develop an Incident Demobilization Plan detailing specific responsibilities and release priorities and procedures.

(12) Prepare appropriate directories (e.g., maps, instructions, etc.) for inclusion in the Demobilization Plan.

(13) Distribute the Demobilization Plan on and off-site.

(14) Ensure that all Sections/Units understand their specific demobilization responsibilities.

(15) Supervise execution of the incident Demobilization Plan.

(16) Brief the Planning Section Officer on demobilization progress.

(17) Provide records of personnel and equipment check in, release from incident, travel, required rest and safety needs of released resources. Not all agencies require specific demobilization instructions.

    y. Technical Specialist(s). Personnel are assigned to this position as needed from Navy commands or civilian agencies based on the situation. Certain incidents or events may require the use of technical specialists who have specialized knowledge and expertise. Technical specialists may function within the Planning and Intelligence Section, or be assigned wherever their services are required. The type of technical specialists associated with an incident is based on the needs of the incident. The duties and responsibilities of person(s) designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Review the common responsibilities.

(3) Activate and supervise assistant EOC positions as necessary for the situation.

(4) Perform technical specialist duties as necessary for the situation.

(5) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

z.   Logistics Section Officer. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts.

(a) Service Branch Director.

(b) Humanitarian Branch Director

(c) Support Branch Director

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Assemble and brief Branch Directors and Unit Leaders as necessary.

(6) Notify the Resource Unit of Logistics Section activation including names and location of assigned personnel and communication capability.

(7) Participate in preparation of Incident Action Plan.

(8) Identify service, support and humanitarian requirements for planned and expected operations.

(9) Provide input to and review the Communications Plan, the Medical Plan, and the Traffic Plan.

(10) Coordinate and process requests for additional resources.

(11) Review Incident Action Plan and estimate section needs for next operational period.

(12) Advise on current service, support, and humanitarian capabilities.

(13) Prepare service, support, and humanitarian elements of the Incident Action Plan.

(14) Estimate future service, support and humanitarian requirements.

(15) Obtain the Demobilization Plan from the Planning Section.

(16) Recommend release of unit resources in conformity with the Demobilization Plan.

(17) Ensure general welfare and safety of Logistics Section personnel.

(18) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

   aa. Service Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.
(2) Identify and pre-assign at least one primary and one secondary person for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts.

(a) Communications and Automated Information Systems Unit Leader.
(b) Food Unit Leader.

(c) Medical Unit Leader.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Manage all services activities associated with the incident.

(6) Determine the level of services required for support operations.

(7) Confirm dispatch of branch personnel.

(8) Participate in planning meetings of Logistics Section personnel.

(9) Review the Incident Action Plan.

(10) Organize and prepare assignments for services branch personnel.

(11) Coordinate activities of branch units.

(12) Inform the Logistics Section Officer of branch activities.

(13) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

bb. Communications and Automated Information Systems Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

(a) Incident Dispatcher(s).
(b) Telephone Operator(s).

(c) Navy Message (MTF) Drafter(s).

(d) Message Runner(s).

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Prepare and implement the Communications Plan (CNRSW ICS form 205).

(6) Establish an incident communications center and message center within the EOC.

(7) Establish appropriate communications distribution and maintenance locations within base/camp(s).

(8) Ensure communications and computers systems are installed and tested.

(9) Ensure an equipment accountability system is established.

(10) Ensure personal portable radio and lap top computer equipment is distributed.

(11) Provide technical information as required on:

(a) Adequacy of communications systems currently in operation.

(b) Geographic limitation on communications systems.

(c) Equipment capabilities/limitations.

(d) Amount and type of equipment available.

(12) Anticipate problems in the use of communications equipment and computers.

(13) Maintain records of all communications and computer equipment as appropriate.

(14) Ensure inoperative equipment is repaired.

(15) Recover equipment from relieved or released units.

(16) Ensure all subordinate's reports are completed, neatly organized, and turned in to the Documentation Unit Leader at the end of each operational period.

(17) Develop effective use of incident communications and computer equipment and facilities.

(18) Develop procedures for assisting the incident communications center, which includes telephone operators and Navy message (MTF) drafters for an EOC environment.

(19) Develop procedures for distribution of communications and computer equipment to incident personnel and EOC staff.

cc. Incident Dispatcher(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Operate radios as directed by the Communications and Automated Information Systems Unit Leader.

(3) Receive and transmit messages within and external to incident.

(4) Request service on any inoperable or marginal equipment.

(5) Maintain a record of unusual incident occurrences.

(6) Provide briefing to relief on:

(a) Current activities.

(b) Equipment status.

(c) Any unusual communications situations.

(7) Turn in appropriate documents to the Incident Communications and Automated Information System Unit Leader at the end of each operational period.

(8) Demobilize EOC communications in accordance with the incident Demobilization Plan.

dd. Telephone Operator(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Receive all cellular or landline telephone calls incoming to the EOC as directed by the Communications and Automated Information Systems Unit Leader.

(3) At the end of each operational period, neatly stack reports and turn them in to the Communications and Automated Information System Unit Leader.

ee. Navy Message (MTF) Drafter(s**)**. The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Receive draft Navy messages from the Operations Section Officer and prepare Navy messages in MTF format in a timely manner.

(3) Submit draft messages to the Operations Section Officer for review.

(4) Maintain a file of all released Navy messages.

(5) Turn in all Navy messages that were transmitted at the end of each operational period to the Communications and Automated Information Systems Unit Leader.

(6) Perform other assignment as directed by the Communications and Automated Information Systems Unit Leader.

ff. Message Runner(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Deliver messages and reports from one ICS position to another.

(3) Provide copying services (if assistance is required, check with the appropriate unit leader).

(4) Perform other assignment as directed by the Communications and Automated Information Systems Unit Leader.

gg. Food Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

      (2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

         (a) Cook(s).

         (b) Food Service Helper(s).

      (3) Activate and supervise subordinate EOC positions as necessary for the situation.

      (4) Review the common responsibilities.

      (5) Determine food and water requirements at all incident facilities.

      (6) Determine cooking facilities required or food preparation, serving, providing potable water, and general maintenance of the food service areas that best fit each facility or situation.

      (7) Obtain necessary equipment and supplies and establish cooking facilities.

      (8) Ensure that well-balanced menus are provided.

      (9) Order sufficient food and potable water from the Supply Unit.

      (10) Maintain an inventory of food and water.

      (11) Ensure appropriate health and safety measures are being followed.

  hh. Cook(s). The duties and responsibilities of person(s) designated to fill this position are:

      (1) Review the common responsibilities.

      (2) Activate and supervise assistants as necessary for the situation.

      (3) Prepare food as directed by the Food Unit Leader.

  ii. Food Service Helper(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Prepare and handle food as directed by the Food Unit Leader and Cooks.

jj. Medical Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel for the following subordinate EOC position to allow 24 hour manning with 12-hour shifts:

(a) Responder Rehabilitation Manager.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Establish a Medical Unit.

(6) Participate in Logistics Section/Service Branch planning activities.

(7) Prepare procedures for a major medical emergency.

(8) Declare major medical emergency as appropriate.

(9) Respond to requests for medical aid, medical transportation, and medical supplies.

(10) Develop the Medical Plan.

(11) Prepare and submit medical reports and records.

(12) Assist the Safety Officer and the Finance and Administration Section in providing reports of assigned incident personnel that were injured or death that occurred at incident areas.

(13) Provide all medical services required for all first responders including ICP/EOC staff personnel.

        (14) Maintain Unit/Activity Log (CNRSW ICS form 214).
When the incident is secured, turn in the original log to the
Documentation Unit Leader and make a copy for your element.

NOTE: Medical assistance to the victims of an incident is a
function of the Medical Branch in the Operations Section.

    kk. Responder Rehabilitation Manager. The duties and
responsibilities of the person designated to fill this position
are:

        (1) Review the common responsibilities.

        (2) Work to rehabilitate first responders from any Navy
command or civilian agency ICP/EOC staff personnel who are
suffering from the effects of strenuous work and/or extreme
conditions.

        (3) Designate responder rehabilitation location and have
location announced on the radio.

        (4) Request necessary medical personnel to evaluate
medical condition of personnel being rehabilitated.

        (5) Request necessary resources for rehabilitation of
personnel, e.g., water, juice, personnel.

        (6) Request feeding as necessary for personnel being
rehabilitated through Food Unit or Logistics Section Chief at
the field level.

        (7) Release rehabilitated personnel to the Planning
Section for reassignment.

        (8) Maintain appropriate records and documentation.

        (9) Maintain Unit/Activity Log (CNRSW ICS form 214).
When the incident is secured, turn in the original log to the
Documentation Unit Leader and make a copy for your element.

    ll. Humanitarian Branch Director. The duties and
responsibilities of the person designated to fill this position
are:

        (1) Ensure that at least one other person is identified
and pre-assigned to this position to allow 24 hour manning with
12-hour shifts.

(2) Identify and pre-assign one primary and secondary person for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

        (a) Navy Legal Services Unit Leader.

        (b) Navy Relief Unit Leader.

        (c) Chaplain Unit Leader.

        (d) Family Services Unit Leader.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Determine number of support personnel, equipment and requirements for a particular unit for field mobilization response.

(6) Determine if the activated units need to be re-assigned to and under the Operations Section Officer as long as needed by the incident.

(7) Review the Incident Action Plan.

(8) Participate in Logistics Section and Humanitarian Branch development and planning meetings as required by the Branch Director.

(9) Resolve logistics problems within branch.

(10) Provide humanitarian services to workers, victims, and family members in support of the incident/disaster.

(11) Plan, implement, and coordinate unit, staffing, equipment, and transportation needs expected as a result of the incident.

(12) Establish a system to track and monitor incoming information, as well as support services provided by one of the units to the Planning and Intelligence Section.

(13) Establish and maintain the Family Information Center (FIC) throughout the crisis for the decimation of relevant information as necessary.

(14) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

NOTE: The Navy Legal Services Unit Leader, the Navy Relief Unit Leader, the Chaplain Unit Leader, the Family Services Unit Leader, and others as necessary are subordinate EOC positions within the Humanitarian Branch when activated at the request of the Operations Section Officer to the Logistics Officer. The units may be assigned under the Operations Section as needed and supported by the Humanitarian Branch Director.

    mm. Navy Legal Services Unit Leader. The duties and responsibilities of the person designated to fill this position are:

        (1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

        (2) Activate and supervises the Navy Legal Services Unit as necessary for the situation.

        (3) Review the common responsibilities.

        (4) Review the Incident Action Plan.

        (5) Participate in Logistics Section and Humanitarian Branch development and planning meetings as required by the Branch Director.

        (6) Determine number of support personnel, equipment, and, requirements for unit are required for field mobilization response.

        (7) Determine if the unit needs to be re-assigned to and under the Operations Section Officer as long as needed by the incident.

        (8) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

    nn. Navy Relief Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Review the common responsibilities.

(3) Activate and supervises the Navy Relief Services Unit as necessary for the situation.

(4) Participate in Logistics Section and Humanitarian Branch development and planning meetings as required by the Branch Director.

(5) Review the Incident Action Plan.

(6) Determine number of support personnel, equipment and requirements for unit are required for field mobilization response.

(7) Determine if the unit needs to be re-assigned to and under the Operations Section Officer as long as needed by the incident.

(8) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

oo. Chaplain Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervises the Chaplain Services Unit as necessary for the situation.

(3) Review the common responsibilities.

(4) Review the Incident Action Plan.

(5) Participate in Logistics Section and Humanitarian Branch development and planning meetings as required by the Branch Director.

(6) Determine number of support personnel, equipment and requirements for unit are required for field mobilization response.

(7) Determine if the unit needs to be re-assigned to and under the Operations Section Officer as long as needed by the incident.

(8) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

pp. Family Services Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Activate and supervises the Family Services Unit as necessary for the situation.

(3) Review the common responsibilities.

(4) Review the Incident Action Plan.

(5) Participate in Logistics Section and Humanitarian Branch development and planning meetings as required by the Branch Director.

(6) Determine number of support personnel, equipment and requirements for unit that are required for field mobilization response.

(7) Determine if the unit needs to be re-assigned to and under the Operations Section Officer as long as needed by the incident.

(8) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

qq. Support Branch Director. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and secondary person for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts.

(a) Supply Unit Leader.

(b) Facilities Unit Leader.

(c) Ground Support Unit Leader.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Supervise the operations of the supply, facilities, and ground support units.

(6) Identify support branch personnel dispatched to the incident.

(7) Develop and implement logistics plans in support of the Incident Action Plan.

(8) Obtain work materials.

(9) Determine initial support operations in coordination with Logistics Section Officer and Service Branch Director.

(10) Prepare initial organization and assignments for support operations.

(11) Determine if assigned branch resources are sufficient.

(12) Maintain surveillance of assigned units work progress and inform Logistics Section Officer.

(13) Resolve problems associated with requests from Operations Section.

(14) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

rr. Supply Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

(a) Ordering Manager.

(b) Receiving and Distribution Manager.

(c) Supply Helper(s).

(d) Supply Recorder(s).

(e) Tool and Equipment Specialist(s).

(f) Tool Attendant(s)

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Order personnel, equipment, and supplies.

(6) Receive and store all supplies for the incident.

(7) Participate in Logistics Section and Support Branch planning activities.

(8) Determine type and amount of supplies enroute.

(9) Review the Incident Action Plan for information on operations of the Supply Unit.

(10) Develop and implement safety and security requirements.

(11) Receive and respond to requests for personnel and equipment.

(12) Maintain an inventory of supplies and equipment.

(13) Service reusable equipment.

ss. Ordering Manager. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Place all orders for supplies and equipment for the incident.

(3) Obtain necessary Navy or civilian agency order forms.

(4) Establish ordering procedures.

(5) Establish name and telephone numbers of Navy commands or civilian agency personnel receiving orders.

(6) Set up a filing system.

(7) Get the names of personnel who have ordering authority.

(8) Check on what has already been ordered.

(9) Ensure order forms are filled out correctly.

(10) Place orders in a timely fashion.

(11) Consolidate orders when possible.

(12) Identify times and locations for delivery of supplies and equipment.

(13) Keep Receiving and Distribution Manager informed of orders placed.

(14) Submit all ordering documents to the Supply Unit Leader before demobilization.

tt. Receiving and Distribution Manager. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Receive and distribute all supplies and equipment (other than primary resources).

(3) Order required personnel to operate the supply area.

(4) Organize physical layout of the supply area.

(5) Establish procedures for operating the supply area.

(6) Maintain an inventory of supplies and equipment.

(7) Develop security requirement for the supply area.

(8) Submit necessary reports to the Supply Unit Leader.

(9) Notify the Ordering Manager of supplies and equipment received.

(10) Provide necessary supply records to Supply Unit Leader.

uu. Supply Helper(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Perform duties as directed by the Receiving and Distribution Manager.

vv. Supply Recorder(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Perform duties as directed by the Receiving and Distribution Manager.

ww. Tool and Equipment Specialist(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Service and repair all hand tools and equipment.

(3) Determine personnel requirements (tool and equipment attendants).

(4) Obtain necessary equipment and supplies.

(5) Set up a tool and equipment storage and conditioning area.

(6) Establish a tool and equipment inventory and accountability system.

(7) Assemble tools and equipment for issuance for each operational period in accordance with the Incident Action Plan.

(8) Ensure that all appropriate safety measures are taken in tool and equipment conditioning area.

xx. Tool Attendant(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Perform duties as directed by the Tool and Equipment Specialist.

yy. Facilities Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

(a) Security Manager(s).

(b) Base Manager.

(c) Facility Maintenance Specialist.

(d) Camp Manager.

(3) Review the common responsibilities.

(4) Obtain a copy of the Incident Action Plan.

(5) Participate in Logistics Section and Support Branch planning meetings.

(6) Determine the requirements for each facility.

(7) Layout and activate incident facilities, base, camp(s), as necessary.

(8) Notify unit leaders of incident facility lay out.

(9) Provide sleeping and sanitation facilities for incident personnel.

(10) Ensure that each facility (base camp) has an assigned manager who reports to the Facility Unit Leader.

(11) Provide security services, general maintenance, lighting, and clean up at the EOC.

(12) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

    zz. Security Manager(s). Assignment of Security Managers will be coordinated with and assigned by the Security Branch Director. The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Develop a Security Plan for the incident facilities.

(3) Adjust the Security Plan for personnel and equipment changes and releases.

(4) Provide base and camp security protection for personnel and property from lost and damage as directed by the Facilities Unit Leader.

(5) Coordinate security activities with appropriate incident personnel.

(6) Coordinate with the Resource Unit Leader to obtain information from Navy command and civilian agency crews to discuss any special custodial requirements that may effect operations.

aaa. Base Manager. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Determine personnel support requirements.

(3) Obtain necessary equipment and supplies.

(4) Ensure that all base facilities and equipment are setup and properly functioning.

(5) Supervise the establishment of base sanitation and sleeping facilities.

(6) Make base sleeping assignments.

(7) Ensure that strict compliance with all applicable safety regulations.

bbb. Camp Manager. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Determine personnel support requirements.

(3) Obtain necessary equipment and supplies.

(4) Ensure that all camp sanitation, shower, and sleeping facilities are set up and properly functioning.

(5) Make camp sleeping arrangements.

(6) Supervision all camp facility maintenance and security services.

(7) Ensure strict compliance with all applicable safety regulations.

(8) Ensure that all camp to base communications are centrally located.

(9) Ensure that all camp to base transportation scheduling is centrally located.

(10) Provide over all coordination of all camp activities to ensure that all assigned units operate effectively and cooperatively in meeting incident objectives.

(11) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

ccc. Facility Maintenance Specialist. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Request required maintenance support personnel and assign duties.

(3) Obtain necessary supplies, tools, and equipment.

(4) Ensure that all facilities are maintained in a safe condition.

(5) Disassemble temporary facilities when no longer required and restore area to pre-incident condition.

(6) Ensure proper shower, toilet, and sleeping facilities are maintained.

(7) Provide and maintain lights and other electrical equipment and to maintain the Base, Camp, ICP and EOC facilities in a clean an orderly manner.

ddd. Ground Support Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

(a) Equipment Manager.

(b) Equipment Timekeeper.

        (c) Mechanic(s).

        (d) Driver(s)/Equipment Operator(s).

    (3) Activate and supervise subordinate EOC positions as necessary for the situation.

    (4) Review the common responsibilities.

    (5) Coordinate and resolve civilian agency or military command time keeping policy with the Time Unit Leader in the Finance Section and obtain or create time logs as required.

    (6) Support out of service resources.

    (7) Provide transportation for personnel, supplies, food, and equipment.

    (8) Fuel, service, maintain, and repair vehicles and other ground support equipment.

    (9) Implement a Traffic Plan for the incident.

    (10) Participate in Support Branch and Logistics Section planning activities.

    (11) Notify the Resources Unit of all status changes on support and transportation vehicles.

    (12) Maintain an inventory of support and transportation vehicles.

    (13) Collect use information on rented vehicles.

    (14) Maintain incident records.

    (15) Submit reports to the Support Branch Director as directed.

    (16) Maintain Unit/Activity Log (CNRSW ICS form 214). When the incident is secured, turn in the original log to the Documentation Unit Leader and make a copy for your element.

  eee. Equipment Manager. The duties and responsibilities of the person designated to fill this position are:

    (1) Review the common responsibilities.

(2) Provide transportation and support vehicle services

(3) Maintain records of equipment use and service provided.

(4) Review the Incident Action Plan to determine locations for assigned resources, staging area locations, fueling, and service requirements for all resources.

(5) Coordinate with the Ground Support Unit Leader to determine civilian agency or military command time keeping policy and obtain time logs as required.

(6) Obtain proper equipment time logs for all equipment used, rented, or leased maintained by the appropriate civilian agency or military command element. Review all time logs for completeness before turning in the documents to the Time Recorder in the Finance Section at the end of each operational period. The Time Recorder confirms equipment used by the logs before other financial issues can be done.

(7) Determine and obtain necessary equipment and supplies (e.g., gasoline, diesel, oil, and parts needed to maintain equipment in efficient operating condition), and place orders with the Supply Unit.

(8) Provide maintenance and fueling according to schedule.

(9) Prepares schedules to maximize use of available transportation.

(10) Coordinate with Navy commands and civilian agency representatives on services and repair policies as required.

(11) Inspect equipment condition and ensure coverage by equipment agreement.

(12) Check all service repair areas to ensure all appropriate safety measures are being taken.

    fff. Equipment Timekeeper. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Determine appropriate civilian agency or military command time keeping policy and obtain time logs as required from the Equipment Manager.

(3) Set up and maintain equipment time logs for equipment used for the incident.

(4) Ensure time logs are completed at the end of each operational period.

(5) Turn documents over to the Equipment Manager for review and approval before the documents are forwarded to the Time Recorder in the Finance Section.

ggg. Mechanic(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Maintain vehicles and equipment as directed by the Equipment Manager.

hhh. Driver(s) and Equipment Operator(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Operate vehicles and equipment as directed by the Equipment Manager.

iii. Finance and Administration Section Officer. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least one primary and one secondary person for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

(a) Time Unit Leader.

(b) Procurement Unit Leader.

(c) Compensation and Claims Unit Leader.

(d) Cost Unit Leader.

(3) Activate and supervise subordinate EOC positions as necessary for the situation.

(4) Review the common responsibilities.

(5) Be responsible for all financial, administrative, and cost analysis aspects of the incident and for supervising members of the Finance/Administration Section.

(6) Organize and operate the Finance and Administration Section within the guidelines, policy, and constraints established by the Regional Planning Agent (RPA).

(7) Participate in the development of the Incident Action Plan.

(8) Gather pertinent information from briefings with responsible Navy commands or civilian agencies.

(9) Develop an Operating Plan for the Finance and Administration Section.

(10) Fill supply and support needs.

(11) Determine need to set up and operate an incident commissary.

(12) Maintain contact and meet with Navy commands and civilian agency administrative headquarters on finance and administration matters as necessary.

(13) Ensure that all personnel time records are accurately completed and transmitted to parent Navy commands or civilian agencies according to policy.

(14) Provide financial input to demobilization planning.

(15) Ensure that all obligation documents initiated at the incident are properly prepared and completed.

(16) Brief Navy command and civilian agency administrative personnel on all incident related financial issues needing attention or follow-up prior to leaving incident.

(17) Maintain Unit/Activity Log (CNRSW ICS form 214).
When the incident is secured, turn in the original log to the
Documentation Unit Leader and make a copy for your element.

jjj. Time Unit Leader. The duties and responsibilities of
the person designated to fill this position are:

(1) Ensure that at least one other person is identified
and pre-assigned to this position to allow 24 hour manning with
12-hour shifts.

(2) Identify and pre-assign at least two personnel for
the following subordinate EOC positions to allow 24 hour manning
with 12-hour shifts:

(a) Personnel Time Recorder.

(b) Equipment Time Recorder.

(c) Commissary Manager.

(3) Activate and supervise subordinate EOC positions as
necessary for the situation.

(4) Review the common responsibilities.

(5) Determine incident requirements for time recording
function.

(6) Determine appropriate civilian agency or military
command policy and what equipment time logs are to be used by
the Equipment Timekeeper in the Logistics Section.

(7) Coordinate equipment time log requirements and
resolve any equipment time keeping issues with the Ground
Support Unit Leader in the Logistics Section.

(8) Ensure that daily personnel time recording documents
are prepared and in compliance with appropriate Navy civilian
agency policy. Maintain separate logs for overtime hours.

(9) Establish commissary operation on larger or long-
term incidents as needed.

(10) Submit cost estimate data forms to the Cost Unit as
required.

(11) Ensure that all records are current and completed prior to demobilization.

(12) Release time reports from assisting Navy command or agency personnel to the respective Navy command or agency representatives prior to demobilization.

(13) Brief the Finance Section Officer on current problems and recommendations, outstanding issues, and follow-up requirements.

kkk. Personnel Time Recorder. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Establish and maintain a file for employee time reports within the first operational period.

(3) Initiate, gather, or update time report from all applicable personnel assigned to the EOC for each operational period.

(4) Post personnel travel and work hours, transfers, promotions, specific pay provisions and terminations to personnel time documents.

(5) Post all commissary issues to personnel time documents.

(6) Ensure that all time reports are signed.

(7) Close out time documents prior to personnel leaving the EOC. Distribute all time documents according to Navy command or civilian agency policy.

(8) Maintain a log of excessive hours worked and give to Time Unit Leader daily.

lll. Equipment Time Recorder. The duties and responsibilities of the person designated to fill this position are:

(1) Review the common responsibilities.

(2) Set up an equipment time recorder function in a location designated by the Time Unit Leader.

(3) Advise the Ground Support Unit Leader, Facilities Unit Leader, and Air Support Group Leader of the requirements to establish and maintain a daily record of equipment time.

(4) Assist the unit in establishing a system for collecting equipment time reports.

(5) Post all equipment time tickets within four hours after the end of each operational period.

(6) Prepare and use a summary invoice for equipment as required within 12 hours after the equipment arrival at the incident.

(7) Submit data to the Time Unit Leader for cost effectiveness analysis.

(8) Maintain a current posting on all charges or credits for fuel, parts, services, and commissary.

(9) Verify all time data and deductions with owner and/or operator of the equipment.

(10) Complete all forms according to Navy command or civilian agency specifications.

(11) Close out forms prior to demobilization. Distribute copies per Navy command or civilian agency policy.

mmm. Commissary Manager. The duties and responsibilities of the person designated to fill this position are:
(1) Review the common responsibilities.

(2) Set up and provide commissary operation to meet EOC needs.

(3) Establish and maintain commissary security.

(4) Request commissary stock through the Supply Unit Leader.

(5) Maintain a complete record of commissary stock including invoices for material received, issuance records, transfers records, and closing inventories. Submit records to

the Time Recorder during or at the end of each operational period.

(6) Use proper Navy or civilian agency forms for all record keeping and complete forms according to Navy or Agency specification.

(7) Ensure that all records are closed out and commissary stock is inventoried and returned to Supply Unit prior to demobilization.

nnn. Procurement Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Review the common responsibilities.

(3) Administer all financial matters pertaining to vendor contracts, leases, and fiscal agreements.

(4) Review incident needs and any special procedures with Unit Leaders, as needed.

(5) Coordinate with local jurisdictions on plans and supply sources.

(6) Obtain an incident Procurement Plan.

(7) Draft memoranda of understanding as necessary.

(8) Establish contracts and agreements with supply vendors. Complete final processing of contracts and send documents for payment.

(9) Provide coordination between the Ordering Manager, Navy or civilian agency dispatch, and all other procurement organizations supporting the incident.

(10) Ensure that a system is in place that meets Navy or civilian agency property management requirements. Ensure proper accounting for new property.

(11) Interpret contracts and agreements.

(12) Resolve disputes within delegated authority.

(13) Coordinate with the Compensation and Claims Unit for processing claims.

(14) Coordinate use of imprest funds as required.

(15) Coordinate cost data in contracts with Cost Unit Leader.

(16) Brief Finance and Administration Section Officer on current problems and recommendations, outstanding issues, and follow up requirements.

ooo. Compensation and Claims Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Identify and pre-assign at least two personnel per position for the following subordinate EOC positions to allow 24 hour manning with 12-hour shifts:

(a) Compensation for Injury Specialist(s).

(b) Claims Specialist(s).

(3) Review the common responsibilities.

(4) Manage and direct all administrative matters pertaining to compensation for injury and claims-related activities (other than Injury) for an incident.

(5) Establish contact with the Safety Officer and Liaison Officer (or Navy or Agency Representatives if no Liaison Officer is assigned).

(6) Determine the need for compensation for injury and claims specialists and order personnel as needed.

(7) Establish a compensation for injury work area within or close as possible to the medical unit.

(8) Review the incident Medical Plan.

(9) Review procedures for handling claims with the Procurement Unit.

(10) Periodically review logs and forms produced by Compensation and Claims Specialists to ensure compliance with Navy or civilian agency requirements and policies.

(11) Ensure that all compensation for injury and claims logs and forms are complete and routed to the appropriate agency for post-incident processing prior to demobilization.

ppp. Compensation for Injury Specialist(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Obtain a copy of Incident Medical Plan (CNRSW ICS form 206).

(3) Coordinate with the Medical Unit to administer financial matters resulting from serious injuries and fatalities occurring on an incident.

(4) Collocate compensation for injury operations with those of the Medical Unit when possible.

(5) Establish procedures with the Medical Unit Leader on prompt notification of injuries or fatalities.

(6) Provide written authority for persons requiring medical treatment.

(7) Ensure that correct Navy or civilian agency forms are being used.

(8) Provide correct Navy or civilian agency billing forms for transmittal to doctors and/or hospitals.

(9) Keep informed and report status to hospitalized personnel.

(10) Obtain all witness statements from the Safety Officer and/or the Medical Unit and review them for completeness.

(11) Maintain a log of all injuries occurring on incident.

(12) Coordinate and complete as necessary all administrative paper work on serious injuries or fatalities.

(13) Coordinate with appropriate Navy commands or civilian agencies to assume responsibilities for injured personnel in local hospitals prior to demobilization.

qqq. Claims Specialist(s). The duties and responsibilities of person(s) designated to fill this position are:

(1) Review the common responsibilities.

(2) Manage all claims-related activities (other than injury) for the incident.

(3) Develop and maintain a log of potential claims.

(4) Coordinate claims prevention plan with applicable incident functions.

(5) Initiate investigation on all claims other than personnel injury.

(6) Ensure that site and property involved in investigation are protected.

(7) Coordinate with investigation teams as necessary.

(8) Obtain witness statements pertaining to claims other than personnel injury.

(9) Document any incomplete investigations.

(10) Document follow-up action needs by local Navy commands or civilian agencies.

(11) Keep the Compensation and Claims Unit Leader advised on the nature and status of all existing and potential claims.

(12) Ensure use of correct Navy or civilian agency forms.

rrr. Cost Unit Leader. The duties and responsibilities of the person designated to fill this position are:

(1) Ensure that at least one other person is identified and pre-assigned to this position to allow 24 hour manning with 12-hour shifts.

(2) Review the common responsibilities.

(3) Coordinate with Navy commands and civilian agency headquarters on cost reporting procedures.

(4) Collect and record all cost data.

(5) Develop incident cost summaries.

(6) Prepare resources-use cost estimates for the Planning Section Officer.

(7) Make cost-saving recommendations to the Finance and Administration Section Officer.

(8) Complete all records prior to demobilization.

7. **Assumption of Command**. A proper turnover will be accomplished between the person currently in command of an EOC and his/her relief prior to the transfer of any command authority. Once turnover is completed command elements must be notified of change. To this end, a proper turnover will include as a minimum:

a. An assessment of the emergency (type, scope and phase or previous Incident Action Plan (IAP)).

b. A tactical and equipment resources assessment available assigned to incident, and out of service.

c. Predicted and/or known pending matters.

d   Communications status.

8. **Planning for Demobilization**

a. It is essential at the activation level to include a Demobilization Unit in the Planning/Intelligence Section. Information elements needed for demobilization planning are:

(1) The Planning Section has basic information on resources. (The Check-in Lists and the Incident Briefing form are important to this effort).

(2) The Liaison Officer knows terms of agreements involving use and release of other command/agency's resources.

(3) The Safety Officer considers physical condition of personnel, personnel needs, and adequacy of transportation.

(4) The Logistics Section handles transportation availability, communications, maintenance, specialty personnel, and continuing support.

(5) The Operations Section knows continuing needs of various kinds of tactical resources.

(6) The Finance and Administration Section processes any claims, time records, and cost of individual resources, which are a factor in determining release.

(7) The Navy command or civilian agency dispatchers give high priority to timely return of resources.

b. Sections in the Demobilization Plan should contain the following sections:

(1) General information (discussing of demobilization procedure).

(2) Responsibilities.
(3) Release priorities.

c. Priorities will vary and must be determined at the time. Examples of release priorities related to tactical resources could be:

(1) Priority 1: Type 1 Resources.

(2) Priority 2: Resources traveling the farthest distance.

9. **EOC Equipment**. The Regional and all SRPA EOCs shall have the following equipment:

a. Radios with appropriate local and regional frequencies.

b.   Programmable scanner with a frequency range of 0.5 to 1300 MHz.

c.   Secure phone with voice and data mobile capability (optional).

d.   Cellular phones.

e.   Computer with MDS software and hardware implementing Navy messages as required.

f.   Portable printer.

g.   Status boards for:

(1) Damage assessment board.

(2) Situation board.

(3) Medical board.

(4) Shelters board.

(5) Weather board.

(6) Mutual aid, fire, medical, and law enforcement board.

(7) Critical contact board.

(8) Events board.

h.   Other equipment including work surfaces (tables), chairs, overhead projectors, copier, administrative supplies, dry eraser markers with white board, landline and cellular telephones (digital and analog), TV with VCR, computer printers, and sleeveless orange vests with position titles on front and back.

10. **EOC Configuration.** Regional, SRPA, and mobile EOCs shall meet all construction and location requirements of NAVFAC P-80 (1993).

11. **Mobile EOC**. A mobile EOC is not an Incident Command Post (ICP) to be used at the field response level. The primary mission of a mobile EOC is to assume command in the event that

the stationary EOC is incapacitated. Mobile EOCs will have the same capability as stationary EOCs.

12. **Standard Operating Procedures**. The Regional EOC, all SRPA EOCs, and all field level response units are responsible for developing detailed standard operating procedures, checklists, equipment list, etc., and train and equip so that they are always in the highest state of operational readiness. All standard operating procedures and equipment list shall be reviewed and up dated annually or as necessary to carry out the functions they are responsible for.

13. **Incident Action Plan (IAP).**

   a. It is required that all incidents have some form of an incident action plan. The plan will be developed around some duration of time called an Operational Period and will state the objectives to be achieved and describe the strategy, tactics, resources and support required to achieve the objectives within the time frame. Generally, the length of the operational period is determined by the length of time needed to achieve the objectives.

   b. Incident action planning is an essential element of ICS at all EOC levels. Action planning is an important management tool that involves:

      (1) A process for identifying priorities and objectives for emergency response or recovery efforts.

      (2) Plans that document the priorities and objectives, and the tasks and personnel assignments associated with meeting the objectives.

   c. The incident action planning process will involve the EOC Director, the command and general staff, along with other EOC elements, and other command, agencies, special district representatives as needed. The Planning and Intelligence Section is responsible for development of the action plan and for facilitation of action planning meetings.

   d. Incident action plans are developed for a specified operational period that may range from a few hours to 24 hours. The operational period is determine by first establishing a set of priority actions that need to be performed. A reasonable time frame is then established for accomplishing those actions. The action plans need not be complex, but should be sufficiently

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detailed to guide EOC elements in implementing the priority actions.

    e. The incident action plan developed at the field response level shall contain objectives reflecting the over all incident strategy, and specific tactical actions and supporting information for the next operational period. The plan may be verbal or written.

    f. Small incidents with only a few assigned resources may have a very simple plan, which may not be written. As incidents become larger, or require multi-agency/command involvement, the action plan should be written.

    g. Incident action plans will vary in content and form depending upon kind and size of an incident. ICS provides for the use of a systematic planning process, and provides forms and formats for developing the incident action plan.

    h. Small incidents do not require elaborate incident action plan. Most simple, short-term and single agency/command incidents do not require written incident action plans. The guideline for use of a written vs. a verbal action plan is when:

        (1) Two or more jurisdictions are involved.

        (2) The incident continues into another planning or operational period.

        (3) A number of organizational elements have been activated.

    i. Incident action plans require four main elements. The primary components are:

        (1) <u>Statement of Objectives</u>. A statement of what is expected to be achieved.

        (2) <u>Organization</u>. A description of what elements of the ICS organization will be in place for the next operational period.

        (3) <u>Tactics and Assignments</u>. A description of tactics and control operations, and what resources will be assigned. Division or Group often does resource assignments.

(4) Supporting Material. Examples could include a map of incident, a Communications Plan, a Medical Plan, a Traffic Plan, weather data, special precautions, a safety message, etc.

j. Several ICS forms are appropriate to ensure standardization in an incident action plan. The standard forms required for an Incident Action Plan are:

(1) Incident Objectives (CNRSW ICS Form 202).

(2) Organization Assignment List (CNRSW ICS Form 203). The Organizational Chart (CNRSW ICS Form 207) may also be used.

(3) Division Assignment List (CNRSW ICS Form 204).

(4) Communications Plan (CNRSW ICS Form 205).

(5) Medical Plan (CNRSW ICS Form 206).

(6) Organizational Chart (CNRSW ICS Form 207)

(7) Traffic Plan.

(8) Maps.

(9) Demobilization Plan.

(10) Safety Plan.

14. **After Action Report**

a. An after action report at the EOC and field response level is required after any major incident.

b. The after action report will assist emergency planners, legal officers, safety officers, comptrollers, and tenant commands to improve procedures, detect any weakness, and to mitigate other vital concerns that will impact the response and recovery from an emergency or disaster.

c. The following information is required in an after action report:

(1) Synopsis. A one or two paragraph compilation of the incident, the response, major problems encountered, and the resolution.

(2) <u>Problem</u>. A description of why and how the incident was provoked.

(3) <u>Planning</u>. A description of development, and the goal that was identified, including the planned involvement of outside resources, other command and or agencies.

(4) <u>Deployment</u>. A timeline of when and where the components of the plan were deployed.

(5) <u>Post Action</u>. A description of any follow-up assignments, investigations, and efforts that were necessary.

(6) <u>Media Coverage</u>. Public Affairs is required to provide an after-action report detailing coverage by reporters. This report should include videotape recordings of news broadcasts, as well as copies of print news stories.

(7) <u>Operational Critique</u>. If an organized critique was conducted, a synopsis of its issues and recommendations for changes or improvements shall be included in the respor. If a critique was not conducted, this section can list the Incident Commander's opinions as to the high and low points of the operation, as well as recommendations for departmental improvements.

(8) <u>Debriefing Information</u>. A list all relevant debriefing information including:

(a) Number of persons arrested.

(b) Deaths involved.

(c) Injures to Navy first responder personnel rather military or civilian workers.

(d) Property damage.

(e) Any unusual actions taken.

(f) Any complaints or claims that may be received.

(g) Any expended resources or emergency purchases resulting from the operation.

(9) <u>Attachments or references</u>. A list of all reports generated by Navy personnel and other civilian agencies,

including after action reports submitted by other units, Navy commands, and/or agencies. Actual copies of these documents shall be attached.

d. It is the responsibility of the Incident Commander and/or EOC Director to prepare a timely and complete after-action report.

e. The after-action report shall be directed to the Regional Planning Agent (RPA).

15. **Managing Sustained Operations**

a. Accurate information gathered and presented by the Planning and Intelligence Section is crucial in the transition from response functions to sustained operations. Sources of information that were reliable in the response phase may become degraded as the event matures; managing information dynamics will become as important a role of the planning and intelligence function as managing the volume of information was in the early stages of an incident.

b. Section leadership must prepare for rotation of staff and for augmentation of the resources status and documentation functions, while expanding the scope of the situation analysis and display. Logistical requirements for planning and intelligence will also increase both scope and in sophistication during sustained operations.

c. These factors suggest that policy and management players, as well as the logistics section officer, be aware of and sensitive to the importance of the planning and intelligence function in the EOC and that they become proactive in supporting this essential function.

16. **Unified Command**

a. A unified command is a procedure used at incidents that allows all military commands and civilian agencies with geographical, legal, or functional responsibility to establish a common set of incident objectives and strategies and a single Incident Action Plan.

b. A single Operations Chief will have the responsibility for implementing and managing the operations portion of the Incident Action Plan under a unified command.

c. Unified command procedures assure military commands and civilian agencies that they do not lose their individual responsibility, authority, or accountability.

d. Unified command is highly flexible. As the incident changes over time with different disciplines moving into primary roles, the unified command structure and personnel assignments can be change to meet the need.

e. Primary features of a unified command incident organization are:

(1) A single integrated incident organization.

(2) Collocated (shared) facilities.

(3) A single planning process and Incident Action Plan.

(4) Shared planning, logistical, finance, and administration operations.

(5) A coordinated process for resource ordering.

17. **Field Level Incident Command System (ICS)**

a. Principles of Operation

(1) All emergency response units operating at the field response level of an incident shall utilize the Incident Command System incorporating the functions, principles, and components of the ICS.

(2) The principles of the ICS can be applied to the following types of incidents:

(a) Single jurisdictional responsibility with single command involvement.

(b) Single jurisdictional responsibility with multiple command involvement.

(c) Multiple jurisdictional responsibility with multiple commands involvement.

(3) Any person on the scene who has single discipline management responsibility is responsible to follow the basic principles of ICS that include:

(a) Awareness of his/her responsibility for the five primary functions.

(b) Establishing objectives for the incident.

(c) Having a written or verbal Incident Action Plan.

(d) Ensuring effective span of control.

(e) Using common terminology as appropriate to the situation.

(f) Delegating authority and activating organizational elements within the ICS structure only as necessary.

(g) Providing for personnel accountability and a safe environment.

(h) Ensuring effective communications.

b. Functions of the Incident Command System. As indicated in Figure I-3, there are five primary functions within the field ICS management structure. Each of these is important and will have a role in any incident.

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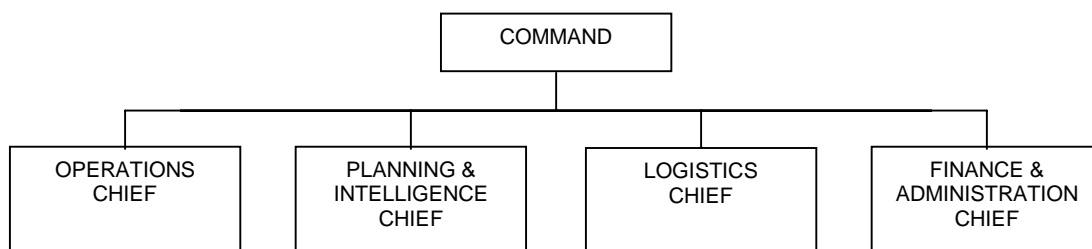
Figure I-3

(1) <u>Command</u>

(a) The Incident Commander (IC) carries out on-scene command of an incident or event. Command is the action taken to direct, order or control resources, and delegate authority.

(b) The authority of the IC will vary depending upon the size and/or nature of the emergency. For example, in small incidents the IC may be a person with qualifications adequate

only to meet the existing situation. If the situation requires, the initial IC will transfer command to a more qualified person as they arrive at the incident scene. Similarly, as incident transition into a reduced level of activity, transfer of command may be made to a less qualified person.

        (c) The IC has the overall responsibility for the effective management of the incident and must ensure that an adequate organization is in place.

        (d) The IC may assign the authority to conduct the primary functions of operations, planning, logistics, and finance and administration to other qualified persons. When these functions are filled, the individuals become members of the incident general staff. Any of these primary functions not assigned to others remain the responsibility of the IC.

        (e) The Incident Command System allows for a wide range of functions to be performed, and provides an organizational structure to accommodate those functions. A basic premise of the ICS is that the next higher level in the organization will perform all lower level functions, which have not been specifically assigned to an individual.

        (f) In addition to the primary functions, the IC has the responsibility for command staff level activities of liaison, public information, and safety (see Figure I-4). The authority for managing and/or conducting these activities may also be delegated to other qualified personnel from host/tenant commands as appropriate.
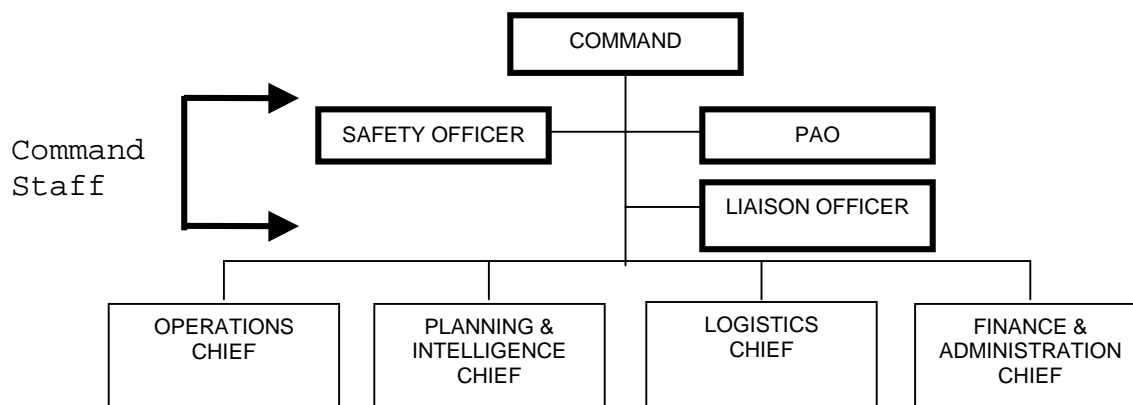
Figure I-4

        (g) Once the IC determines that the situation is too large and the span of control is overwhelming at the ICP level,

the IC will request support from the SRPA or Regional EOC as
appropriate.

> (2) <u>Operations</u>

> > (a) The Operations Section Chief is responsible for
the coordinated tactical response directly applicable to, or in
support of the mission(s) in accordance with the Incident Action
Plan. In ICS, operations are a section level function within
the organization (see Figure I-5).

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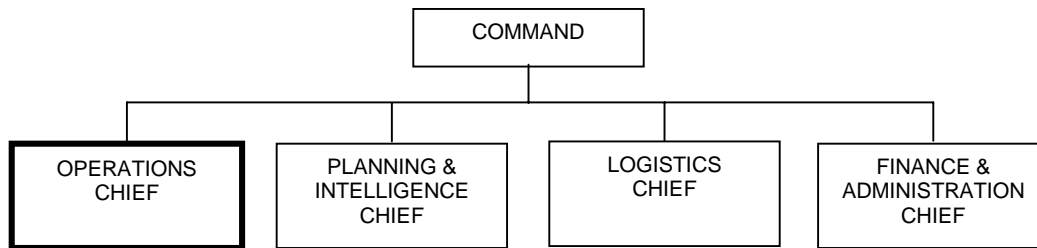
Figure I-5

> > (b) On smaller incidents, the Operations Section
Chief function is usually performed by the IC. The Operations
Section can develop from either the top down or from the bottom
up. In either case, the Operations Section can contain a
hierarchy of:

> > > (1) Branches (functional or geographical)

> > > (2) Divisions (geographical) or Groups
(functional)

> > > (3) Resources organized as single resources, or
resources combinations, e.g., task forces, teams, squads,
platoons (see Figure I-6).

> > (c) In some specific discipline applications of the
ICS, the Operations Section may also employ units. For example,
an ICS multi-casualty branch may have a medical group, which
contains a triage unit and a treatment unit.

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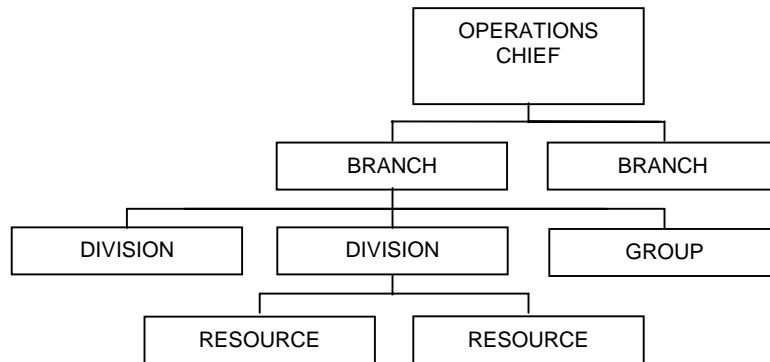
(3) <u>Planning and Intelligence</u>

(a) The Planning and Intelligence Section Chief is responsible for the collection, evaluation, and documentation of information about the development of the incident and the status of resources when activated for an incident or event. Planning and intelligence is always found at the section level (see Figure I-7).

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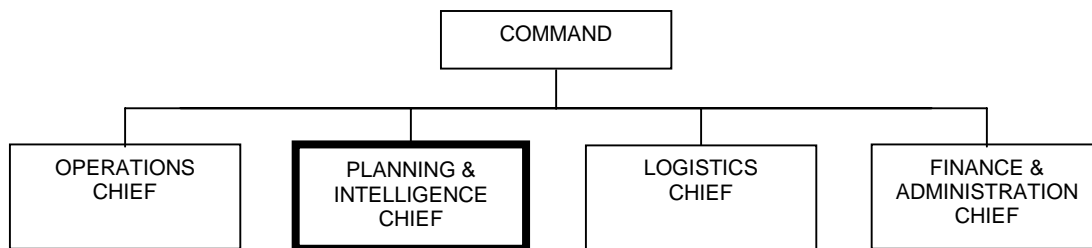
Figure I-7

(b) If the planning function is not activated, all planning functions will be the responsibility of the IC.

(c) Planning units at the field level are:

(1) Resources

(2) Situation

(3) Demobilization

(4) Documentation

(d) Other special purpose units could also be assigned to the Planning Section depending upon the need. For

example, on some large and/or long-term incidents, an advance-planning unit may be desired. The primary criteria for adding planning section units to an incident are:

       (1) They are essential to the needs of the incident

       (2) The function cannot be accommodated elsewhere

       (3) Effective span-of-control must be maintained

       (e) Technical Specialists may also be assigned to the Planning and Intelligence Section on an incident. Technical Specialists can represent just about any specialized service or function, which is not normally within the expertise of the assigned incident staff. Technical Specialists may be reassigned as necessary to other parts of the organization.

       (4) <u>Logistics</u>

       (a) The Logistics Section Chief is responsible to provide facilities, services, personnel, equipment, and materials in support of the incident. The resources may be assigned anywhere within the organization as needed and approved by the Incident Commander (see Figure I-8)

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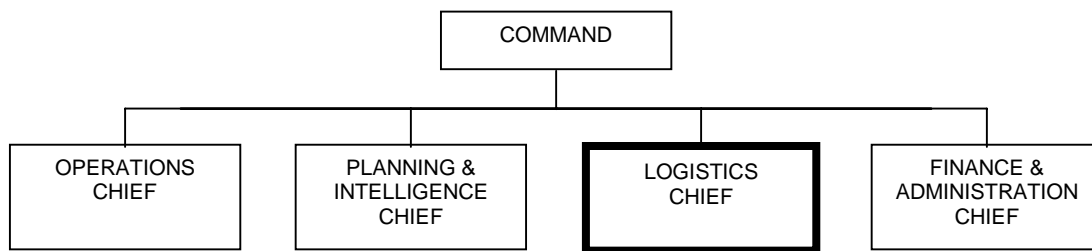
Figure I-8

       (b) The requirement to provide on-site logistical support will vary based on the size and scope of the incident, the functions involved, and the discipline that has incident jurisdiction. The commonly used logistics units that may be activated and other units based on situation that may come from other tenant commands or by logistics support request are:

       (1) Communications (voice/data/image/messenger)

          (2) Medical

          (3) Food (galley)

          (4) Supply

          (5) Facilities

          (6) Ground support

          (7) Chaplain

          (8) Critical incident stress counselors

          (9) Family services

          (10) Red Cross

          (11) Transient Personnel Unit (TPU)
          (12) Personnel with functional skills

          (13) Transportation

          (14) Navy Legal Service Office

          (15) Personnel Support Detachment (PSD)

          (16) Other specialty resources

      (c) Specific applications of ICS may modify the unit structure of the Logistics Section to meet functional needs. For example, large-scale law enforcement ICS applications may require a personnel unit, while a natural disaster related incident may require counselors, Red Cross, Ombudsmen, Navy Relief Society, and Navy legal service office units. Also, the Humanitarian Branch may be activated. Keep in mind that the form or structure of the Logistics Section should meet the functional needs of the incident.

      (d) The Logistics Section provides services and support to the incident organization, and also meets the immediate on-scene needs of persons that may be directly affected by the incident. By having a listing of resources which includes a primary and alternate point of contact, telephone number, and fax number, quantity of named resources and location of said resource will assist the Logistics Section in getting resources as quickly as possible.

(e) The Logistics Section provides service, support and humanitarian functions to incident responders or victims. For example, service to the responder, the Medical Unit in the Logistics Section provides medical services to personnel assigned to the incident organization, but not to the victims of the emergency or disaster. Meeting the direct medical needs of victims within an incident is the responsibility of the Operations Section through a Medical Branch or a Medical Group. Ordering needed support through the Logistics Section would provide logistics support needs of the medical element in the Operations section.

(f) The Logistics Section Chief has the responsibility for processing all of the resource orders used in support of the incident. This can also include resources needed to provide victim relief, e.g. food, water, shelters, and medical aid for victims. On larger incidents these functions are provided through the Supply Unit in the Logistics Section.

(g) When the span of control in very large incidents becomes difficult due to duties and interactions involved, the Logistics Section can be divided into a Service Branch, a Support Branch, and a Humanitarian Branch (see Figure I-9). This is normally done to ease span-of-control considerations.
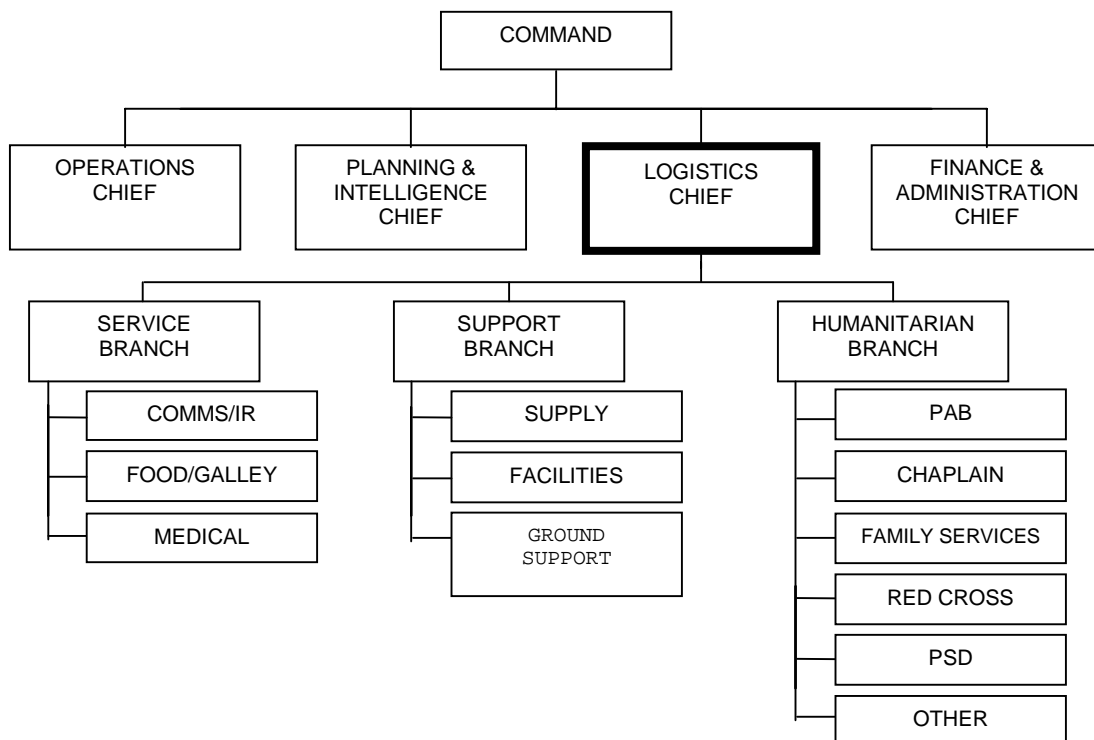
Figure I-9

(h) If the Logistics Section is not activated, all logistics functions are the responsibility of the Incident Commander.

(5) <u>Finance and Administration</u>

(a) The Finance and Administration Section Chief is responsible for all financial and cost analysis aspects of the incident, and for any administrative aspects not handled by the other functions.

(b) As indicated in Figure I-10, a Time Unit, a Procurement Unit, a Compensation & Claims Unit, and a Cost Unit are the four most commonly used units within the Finance and Administration Section.

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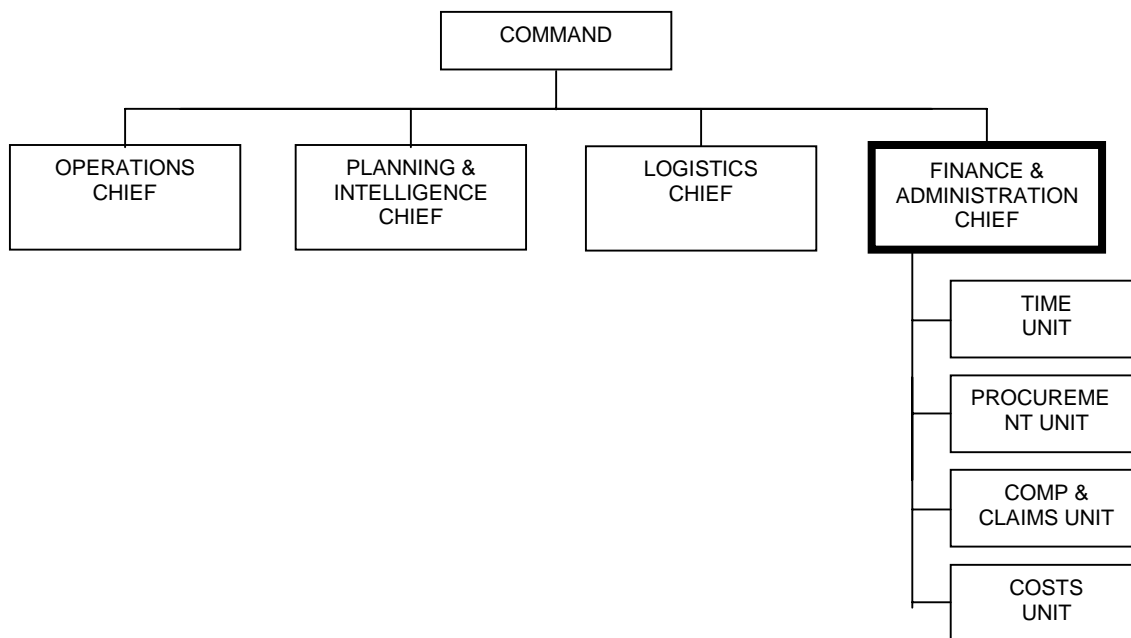
Figure I-10

(c) The activation and use of the Finance and Administration Section will depend on the size of the incident. On small incidents, the Incident Commander may handle the functions. In some cases, where it is important to have a closely monitored assessment of the cost, the IC may only activate the Cost Unit. In general, when there is a need it is a need it is best to activate an appropriate unit within the organization. For example, providing a cost analyst to each incident over a certain size. The cost analyst could function as a unit in the Finance and Administration Section (if

activated), or as a Technical Specialist in the Planning and Intelligence Section.

c.   Expansion of the ICS Management Structure - Modularity

(1) It is not necessary or desired to implement levels of the ICS organization unless they are required. The Incident Commander may be directly in charge of tactical personnel and equipment resources without prior activation of an operations section, branches, divisions, etc. The IC remains responsible for all functions that have not been formally activated. In small incidents, only organizational levels that might be activated could be command and resources (see Figure I-11).

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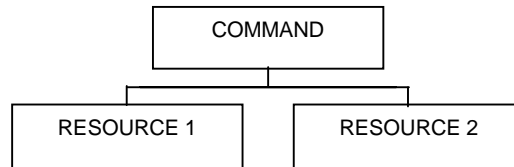
Figure I-11

(2) As incidents increase in size and/or complexity, the Operations Section builds from the bottom up primary based on span and-of-control considerations. Therefore, on somewhat larger incidents, the organization could be as indicated in Figure I-12.

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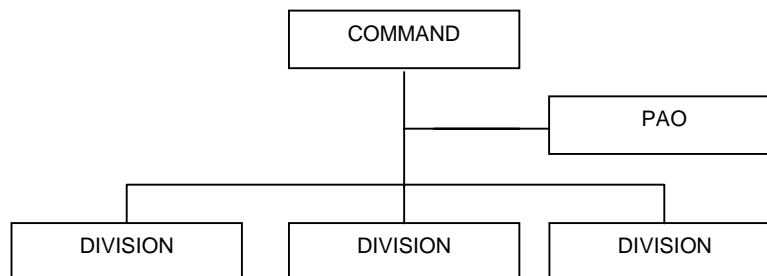
Figure I-12

(3) In other sections at the field response level, i.e., Planning and Intelligence, Logistics, and Finance and Administration, the normal organizational structure will be as indicated in Figure I-13.

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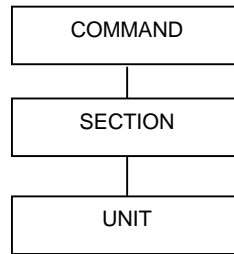
Figure I-13

      (4) On large incidents branches may be introduced below the section level in the Operations Section and Logistics Section to provide a span-of-control (1 to 5 with 5 being optimum) for a larger organization.

      (5) An important aspect of the modularity in the ICS field response level is that there is nothing to prohibit an Incident Commander from activating one or more units in various sections without first activating the section organizational element.

      (6) The span of control for the Incident Commander in the Figure I-14 example is still one to five ratio, which is the recommended optimum.

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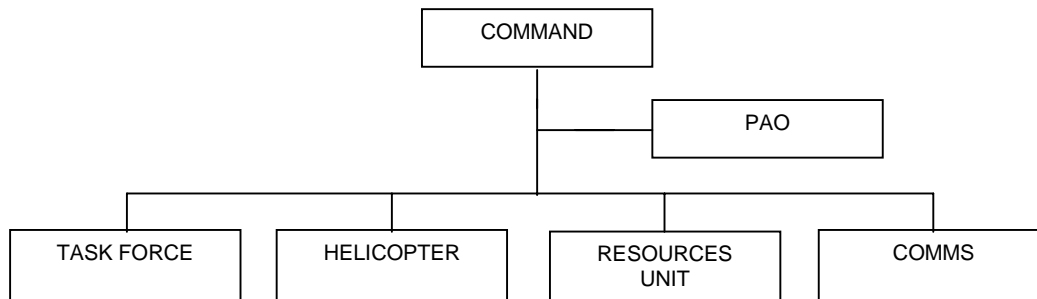
Figure I-14

  d. Resources and Staging Areas

      (1) Resources.

        (a) A resource is defined in the ICS as the personnel and equipment available or potentially available for assignments to incidents. The primary method that will be used in most incidents is as single resources. When all single

resources retain the same capabilities they are commonly called teams, squads, platoons, etc.

(b) Another combination of single resources commonly used in the ICS is a task force that is assembled for a particular tactical need. Thus a task force could contain a mixture of different kinds of resources. Task forces are defined according to the operational need. For example, in a civil disorder a task force might include one police unit, three fire engines, and one basic life support unit. Another example task force might be one bulldozer and three dump trucks.

(c) The primary criteria for the use of resource combinations in the ICS is that they fall within appropriate span-of-control guidelines and they are required to have a leader and common communications.

(d) Aircraft assigned to an incident are used as single resources. For example, a helicopter would be used as a single resource and would report to the Operations Section Chief if that position were activated, or to the Incident Commander. As the use of aircraft increases, a separate air operations organization may be established at the branch level.

(2) <u>Staging areas</u>

(a) A staging area is a function within the ICS and belongs to the incident. All staging areas are under the control of the Incident Commander or the Operations Section, if activated. Staging areas are used to temporarily locate resources that are available for assignment with in three to five minutes if possible.

(b) Staging areas may be established for certain types of resources, e.g., an ambulance staging area, bus staging area, etc., or they may contain a mix of resources.

(c) Staging areas can also be established to serve a functional branch at an incident.

(d) The Staging Area Manager checks in resource and advises the Operations Section Chief if activated, or the Incident Commander.

(e) Staging areas are different from mobilization centers, which are off incident locations.

(f) Emergency services personnel and equipment may be temporarily located at mobilization centers pending assignments to incidents or reassignment.

    e. Incident Facilities

        (1) Several primary facilities have been designated and described for widespread use in the ICS. At the field response level there are four types of facilities.

            (a) <u>Incident Command Post (ICP)</u>. The location where the primary command activities are conducted.

            (b) <u>Staging Areas</u>. Locations attached to the incident where resources may be temporarily located while awaiting assignments.

            (c) <u>Base</u>. The location where primary logistics functions for an incident are coordinated and administered.

            (d) <u>Camp</u>. A location within the general incident area that is equipped and staffed to provide sleeping, food, water and sanitary services to incident personnel.

        (2) Mutual aid resources may be received and processed at several types of facilities including marshalling areas, mobilization centers, and incident facilities.

            (a) A marshalling area is defined in the Federal Response Plan is an area used for the complete assemblage of personnel and other resources prior to their being sent directly to the disaster area.

            (b) A mobilization center is defined as an off incident location at which emergency service personnel and equipment are temporarily located pending assignment, release, or reassignment.

            (c) For major area-wide disasters, mobilization centers may be located, or on the periphery of, the disaster area.

18. <u>**Incident Command System (ICS) Forms**</u>

    a. The use of standard Commander, Navy Region Southwest (CNRSW) ICS forms is essential when an EOC is activated and assumes command and control of an incident.

b.   The purpose of these forms is to support operations at the field and EOC level. These documents maintain the same form number and basic design as standard ICS forms used by the civilian community, but have been slightly modified to meet certain Navy requirements.

c.   After action reports may be required. Therefore, all forms and other records completed by ICS personnel during the incident should be available for reference after the incident is demobilized.

d.   The Documentation Unit has the primary responsibility for collecting and filing information about the incident. For this reason it is necessary that copies of many of the forms be filed with the Documentation Unit.

e.   It is the responsibility of the person preparing reports or records to ensure that a copy is provided to the Documentation Unit. The Documentation Unit Leader may also request copies of any records or reports needed to maintain a complete file.

f.   For an incident involving only a single jurisdiction, the responsible Navy command will complete, maintain, and store all documents and files pertaining to the incident for a period of at least seven years, or as required by civil liability issues.

g.   For an incident involving more than one jurisdiction (multi-jurisdiction incidents), the Navy command with the greatest commitment of resources will complete, maintain, and store all incident documents and files according to Navy policies and procedures.

h.   The Incident files will not be destroyed with out concurrence of participating Navy commands and civilian agencies. Other jurisdictions providing direct support to the incident may also request documents from the Navy command or civilian agency that is maintains the incident file.

i.   Standard ICS forms to be used throughout the Navy Region Southwest area of responsibility are:

(1) <u>Incident Briefing (CNRSW ICS Forms 201-A, 201-B, 201-C and 201-D)</u>. The originator of this four-part form is generally the incident commander or EOC director. The document is distributed to the situation and resources unit when required

to make a presentation to the command and general staff. The
form requires no specific approval, but must be forward to the
document unit at end of each operational period. An example of
this four-part form is indicated in Figures I-15A, I-15B, I-15C,
and I-15D.

        (2) Incident Objectives (CNRSW ICS Form 202). The
originator of this form is generally the planning and
intelligence section and operations section. The document is
distributed to all sections, branches, division supervisors,
unit leaders, and command staff personnel, and posted in the EOC
for display. The form requires EOC director approval prior to
posting, and must be forward to the document unit at end of each
operational period. An example of this form is indicated in
Figure I-16.

        (3) Organization Assignment List (CNRSW ICS Form 203).
The originator of this form is generally the resource unit. The
document is distributed to all sections, branches, division
supervisors, unit leaders, and command staff personnel, and
posted in the EOC for display. The form requires operations
section officer (for tactical resources) and EOC director
approval prior to posting, and must be forward to the document
unit at end of each operational period. An example of this form
is indicated in Figure I-17.

        (4) Division Assignment List (CNRSW ICS Form 204). The
originator of this form is generally the operations section
officer and resource unit. The document is distributed to all
sections, branches, division supervisors, unit leaders, and
command staff personnel. The form requires planning section
officer approval, and must be forward to the document unit at
end of each operational period. An example of this form is
indicated in Figure I-18.

        (5) Communications Plan (CNRSW ICS Form 205). The
originator of this form is generally the communications unit
leader. The document is distributed to all sections, branches,
division supervisors, unit leaders, and command staff personnel.
The form requires no specific approval, but must be forward to
the document unit at end of each operational period. An example
of this form is indicated in Figure I-19.

        (6) Medical Plan (CNRSW ICS Form 206). The originator
of this form is generally the medical unit leader. The document
is distributed to all sections, branches, divisions, and
groups/units under the operations section. The form requires no

specific approval, but is reviewed by the safety officer. The
document must be forward to the document unit at end of each
operational period. An example of this form is indicated in
Figure I-20.

          (7) Organizational Chart (CNRSW ICS Form 207). The
originator of this form is generally the resource unit. The
document is distributed throughout the ICP and posted in the
EOC. The form requires no specific approval, but must be
forward to the document unit at end of each operational period.
An example of this form is indicated in Figure I-21.

          (8) Incident Status Summary (CNRSW ICS Form 209). The
originator of this form is generally the situation unit. The
document is distributed to all sections, branches, division
supervisors, unit leaders, and command staff personnel, and
posted in the EOC for display. The form requires planning and
intelligence section officer approval prior to posting, and must
be forward to the document unit at end of each operational
period. An example of this form is indicated in Figure I-22.

          (9) Status Change Form (CNRSW ICS Form 210). The
originator of this form is generally the communications/message
center. The document is distributed to the resources and
situation units at the field and EOC level. The form requires
no specific approval, but must be forward to the document unit
at end of each operational period. An example of this form is
indicated in Figure I-23.

          (10) Check In List (CNRSW ICS Form 211-A and 211-B).
The originator of this two-part form is generally the
communications/message center, resource unit, staging manager,
area base camp, helicopter base, or the resource unit at the
field or EOC level. The document is distributed to the
resources unit and finance section. The form requires no
specific approval, but must be forward to the document unit at
end of each operational period. An example of this two-part
form is indicated in Figures I-24A and I-24B.

          (11) General Message Form (CNRSW ICS Form 213). This
form may be originated any member of the ICS organization. The
form must be submitted to the immediate supervisor for review
and approval, and forward to the document unit at end of each
operational period. An example of this form is indicated in
Figure I-25.

(12) Unit Log (CNRSW ICS Form 214-A and 214-B). This two-part document is maintained by the EOC command staff, all section, branch, division, and group supervisors, unit leaders, and the field level incident commander and all appropriate ICP personnel. The form must be submitted to the immediate supervisor for review and approval, and forward to the document unit at end of each operational period. An example of this two-part form is indicated in Figure I-26A and I-26B.

(13) Operational Planning Worksheet (CNRSW ICS Form 215). The originator of this form is generally the operations section officer and the planning and intelligence section officer. The document is distributed to the resources unit. The form requires EOC director approval and must be forward to the document unit at end of each operational period. An example of this form is indicated in Figure I-27.

(14) Demobilization Checkout Sheet (CNRSW ICS Form 221). The originator of this form is generally the supervisor of personnel and resources checking out and submitted to the demobilization unit for approval. The document must be forward to the document unit at end of each operational period. An example of this form is indicated in Figure I-28.

(15) Logistics Order Form (CNRSW ICS Form 222). This form may be originated any member of the ICS organization. The form must be submitted to the immediate supervisor for review and approval, and forward to the document unit at end of each operational period. An example of this form is indicated in Figure I-29.

  j. There are no CNRSW ICS Forms 208, 212, 216, 217, 218, 219, and 220.

  k. Certain documentation and action forms unique to participating Navy commands and civilian agencies will continue to be used. Examples of these are resources and supply order forms, requisitions/purchases orders and other financial records, accident and injury reports and records, aircraft reports and records, press release forms, and NOAA weather report and forecast forms.

  l. Based upon each Navy command or agency's requirements, these forms shall be included in the incident file maintained by the documentation unit.

m.   Supplies of forms for use at incidents is the
responsibility of Navy commands required to use the principles
of the Incident Command System by preparing kits with forms for
the Operations Section, Planning/Intelligence Section, Logistics
Section, and Finance/Admin Section.

n.   Division/Group supervisors shall distribute unit logs to
operations section units. The supply unit in the logistics
section shall maintain an inventory of all ICS forms.

o.   Copies of all Navy Region Southwest ICS forms and
directions for preparation are also available through the RPA.

INCIDENT BRIEFING			Page 1 of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):	
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):	

MAP SKETCH

CNRSW ICS Form 201-A (04/00)

Figure I-15A

INCIDENT BRIEFING	Page 2 of

SUMMARY OF CURRENT ACTIONS

CNRSW ICS Form 201-B (04/00)

Figure I-15B

INCIDENT BRIEFING	Page 3 of

CURRENT ORGANIZATION

INCIDENT COMMANDER

DEPUTY IC

LIAISON OFFICER

PUBLIC AFFAIRS OFFICER

SAFETY OFFICER

OPERATIONS SECTION CHIEF	PLANNING/INTEL SECTION CHIEF	LOGISTICS SECTION CHIEF	FINANCE/ADMIN SECTION CHIEF

DIVISION/GROUP:	DIVISION/GROUP:	DIVISION/GROUP:	AIR

_____
_____
_____
_____
_____
_____
_____
_____

(LIST ADDITIONAL DIVISIONS, GROUPS, UNITS, ETC., AS APPROPRIATE)

CNRSW ICS Form 201-C (04/00)

Figure I-15C

INCIDENT BRIEFING			Page 4 of	
RESOURCE SUMMARY				
RESOURCES ORDERED	RESOURCE IDENTIFICATION	ETA	ON SCENE	LOCATION / ASSIGNMENT

CNRSW ICS Form 201-D (04/00)

Figure I-15D

INCIDENT OBJECTIVES		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (EOC Director):

GENERAL CONTROL OBJECTIVES FOR THE INCIDENT INCLUDING ALTERNATIVES

WEATHER FORECAST FOR THE OPERATIONAL PERIOD

GENERAL/SAFETY MESSAGE

ATTACHMENTS
(Check if attached)

☐ Organization Assignment List (CNRSW ICS Form 203) ☐ Medical Plan (CNRSW ICS Form 206)

☐ Division Assignment List (CNRSW ICS Form 204) ☐ Incident Map

☐ Communications Plan (CNRSW ICS Form 205) ☐ Traffic Plan ☐ Directory

CNRSW ICS Form 202 (04/00)

Figure I-16

ORGANIZATION ASSIGNMENT LIST	Page of

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

ASSIGNMENTS

COMMAND STAFF

NOSC: _____   EOC DIRECTOR: _____
LIAISON OFFICER: _____   PAO: _____
SAFETY OFFICER: _____   SJA: _____

AGENCY/MILITARY COMMAND REPRESENTATIVES

AGENCY: _____   NAME: _____
AGENCY: _____   NAME: _____
AGENCY: _____   NAME: _____

OPERATIONS SECTION

SECTION OFFICER: _____   DEPUTY: _____
_____

BRANCH I DIVISIONS/GROUPS

DIRECTOR: _____   DEPUTY: _____
DIVISION/GROUP: _____   DIVISION/GROUP: _____
_____

BRANCH II DIVISIONS/GROUPS

DIRECTOR: _____   DEPUTY: _____
DIVISION/GROUP: _____   DIVISION/GROUP: _____
_____

BRANCH III DIVISIONS/GROUPS

DIRECTOR: _____   DEPUTY: _____
DIVISION/GROUP: _____   DIVISION/GROUP: _____

PLANNING/INTELLIGENCE SECTION

SECTION OFFICER: _____   DEPUTY: _____
RESOURCES UNIT: _____   SITUATION UNIT: _____
DOCUMENTATION UNIT: _____   DEMOBILIZATION UNIT:_____
TECHNICAL SPECIALISTS: _____   TECHNICAL SPECIALISTS: _____

LOGISTICS SECTION

SECTION OFFICER: _____   DEPUTY:_____
SUPPORT BRANCH DIR: _____   DEPUTY: _____
SUPPLY UNIT: _____   FACILITIES UNIT: _____
TRANSPORTATION UNIT: _____   OTHER (SPECIFY): _____
SERVICE BRANCH DIR: _____   DEPUTY: _____
COMS/IR UNIT: _____   MEDICAL UNIT: _____
FOOD UNIT: _____   OTHER (SPECIFY): _____
HUMANITARIAN BRANCH DIR: _____   DEPUTY: _____
CHAPLAIN UNIT: _____   FAMILY SERVICES UNIT: _____
NAVY LEGAL SERVICE UNIT: _____   PSD UNIT: _____

FINANCE/ADMINISTRATION SECTION

SECTION OFFICER: _____   DEPUTY: _____
TIME UNIT: _____   PROCUREMENT UNIT: _____
COMP/CLAIMS UNIT: _____   COST UNIT: _____

CNRSW ICS Form 203 (04/00)

Figure I-17

DIVISION ASSIGNMENT LIST				Page of	
INCIDENT NAME:			TIME PREPARED:	PREPARED BY (Name & position):	
OPERATIONAL PERIOD (Time & date):			DATE PREPARED:	APPROVED BY (Name & position):	
BRANCH:		DIVISION:		GROUP:	

OPERATIONAL PERSONNEL

SECTION OFFICER: _____   DIVISION/GROUP SUPERVISOR: _____

BRANCH DIRECTOR: _____   AIR ATTACK SUPERVISOR NO: _____

RESOURCES ASSIGNED THIS PERIOD

STRIKE TEAM/TASK FORCE RESOURCE DESIGNATOR	LEADER	NUMBER OF PERSONS	TRANSPORTATION NEEDED	DROP OFF BY TIME	PICK UP BY TIME

CONTROL OPERATIONS:

SPECIAL INSTRUCTIONS:

DIVISION/GROUP COMMUNICATIONS SUMMARY

CHANNEL:	FREQUENCY: TX: RX:	CTCSS/PL	USER:
CHANNEL:	FREQUENCY: TX: RX:	CTCSS/PL	USER:
CHANNEL:	FREQUENCY: TX: RX:	CTCSS/PL	USER:

CNRSW ICS Form 204 (04/00)

Figure I-18

COMMUNICATIONS PLAN				Page of	
INCIDENT NAME:			TIME PREPARED:	PREPARED BY (Name & position):	
OPERATIONAL PERIOD (Time & date):			DATE PREPARED:	APPROVED BY (Name & position):	
BASIC RADIO CHANNEL UTILIZATION					
SYSTEM/CACHE	CHANNEL	FUNCTION	FREQUENCY	CTCSS/PL	ASSIGNMENT
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
			TX: RX:		
COMMENTS/NOTES					

CNRSW ICS Form 205 (04/00)

Figure I-19

MEDICAL PLAN

			Page of
INCIDENT NAME:		TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):		DATE PREPARED:	REVIEWED BY (Safety Officer):

MEDICAL AID STATIONS

STATION	LOCATION		PARAMEDICS
			YES NO
			YES NO
			YES NO
			YES NO

AMBULANCE SERVICES

NAME	ADDRESS	PHONE NO.	PARAMEDICS
			YES NO
			YES NO
			YES NO
			YES NO

INCIDENT AMBULANCES

NAME	LOCATION		PARAMEDICS
			YES NO
			YES NO
			YES NO
			YES NO

HOSPITALS

NAME	ADDRESS	PHONE NO.	TRAVEL TIME	HELIPAD	BURN CENTER
			AIR: GRND:	YES NO	YES NO
			AIR: GRND:	YES NO	YES NO
			AIR: GRND:	YES NO	YES NO
			AIR: GRND:	YES NO	YES NO

MEDICAL EMERGENCY PROCEDURES

CNRSW ICS Form 206 (04/00)

Figure I-20

ORGANIZATION CHART	Page of

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

```
                        ┌──────────────────────────┐
                        │ NAVY ON-SCENE COMMANDER   │
                        └──────────────────────────┘
                                    │
                        ┌──────────────────────────┐
                        │      EOC DIRECTOR         │
                        └──────────────────────────┘
                                    │
        ┌──────────────────────┐         ┌──────────────────────────┐
        │   LIAISON OFFICER     │         │  PUBLIC AFFAIRS OFFICER   │
        └──────────────────────┘         └──────────────────────────┘

        ┌──────────────────────┐         ┌──────────────────────────┐
        │  STAFF JUDGE ADVOCATE │         │     SAFETY OFFICER        │
        └──────────────────────┘         └──────────────────────────┘
                                    │
  ┌───────────────┬────────────────┼─────────────────┬────────────────┐
┌──────────────┐ ┌──────────────┐ ┌──────────────┐ ┌──────────────┐
│PLANNING/INTEL│ │ OPERATIONS   │ │  LOGISTICS   │ │ FINANCE/ADMIN│
│SECTION OFFICER│ │SECTION OFFICER│ │SECTION OFFICER│ │SECTION OFFICER│
└──────────────┘ └──────────────┘ └──────────────┘ └──────────────┘
                        │
                ┌───────┴───────┐
            ┌────────┐     ┌────────┐
            │ BRANCH │     │ BRANCH │
            └────────┘     └────────┘
             ┌──┴──┐        ┌──┴──┐
          ┌─────┐┌─────┐ ┌─────┐┌─────┐
          │DIV A││DIV B│ │DIV C││DIV D│
          └─────┘└─────┘ └─────┘└─────┘
```

(ADD POSITION TITLES AND DRAW LINES OF COMMAND AS APPROPRIATE)

CNRSW ICS Form 207 (04/00)

Figure I-21

INCIDENT STATUS SUMMARY		Page of

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

LOCATION/JURISDICTION:	TYPE:	CAUSE:	START TIME:	FINISH TIME:

AREAS INVOLVED:	AREAS EVACUATED:
CIVIL AGENCY/MILITARY RESOURCES:	SHELTER AREAS:

A – MILITARY CASUALTIES:	B – FEDERAL EMPLOYEE CASUALTIES:
INJURIES: _____	INJURIES:_____
DEATH: _____	DEATH: _____

C – CIVILIAN CASUALTIES:	D – DAMAGE ESTIMATES:
INJURIES: _____	MILITARY: _____
DEATH: _____	CIVILIAN: _____

CURRENT WEATHER:	WEATHER FORECAST:
HOSPITAL/CONTACT PERSONS:	ROAD STATUS:
EXPECTED HAZARDS (TYPE AND LOCATION):	PAO NAME AND PHONE NUMBER:

MISCELLANEOUS:

☐ INITIAL ☐ UPDATE ☐ FINAL	SENT TO:_____ TIME: DATE: BY:

CNRSW ICS Form 209 (04/00)

Figure I-22

STATUS CHANGE FORM

		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):
NAME OF RESOURCE OR DESIGNATOR:	IDENTIFICATION NUMBER:	

STATUS

☐ ASSIGNED ☐ AVAILABLE ☐ OUT OF SERVICE (Rest)

☐ OUT OF SERVICE (Mechanical) ☐ OUT OF SERVICE (Personal) ☐ RESTAT PROCESS

☐ OUT OF SERVICE (Other - Specify)_____

FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:
FROM LOCATION:	TO LOCATION:

MESSAGE

CNRSW ICS Form 210 (04/00)

Figure I-23

CHECK-IN LIST										Page	of	

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

CHECK IN LOCATION

☐ BASE ☐ STAGING MANAGER ☐ ICP RESOURCE STATUS

☐ HELICOPTER BASE ☐ AIRPORT ☐ EOC RESOURCE STATUS

☐ OTHER (SPECIFY)_____

PERSONNEL

SINGLE RESOURCE STRIKE TEAM TASK FORCE	KIND & TYPE	ORDER REQUEST NUMBER	DATE & TIME CHECK-IN	LEADER'S NAME & AGENCY/COMMAND	TOT	HOME BASE	DEPARTING POINT	MODE OF TRAVEL	INCIDENT ASSIGNMENT LOCATION	INFO TO RESTAT TIME & INITIALS	DEMOBILIZATION TIME & INITIALS

COMMENTS

CNRSW ICS Form 211-A (04/00)

Figure I-24A

CHECK-IN LIST

| CHECK-IN LIST | | | | Page | of |

INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):

CHECK IN LOCATION

☐ BASE ☐ STAGING MANAGER ☐ ICP RESOURCE STATUS

☐ HELICOPTER BASE ☐ AIRPORT ☐ EOC RESOURCE STATUS

☐ OTHER (SPECIFY)_____

EQUIPMENT

AGENCY OR COMMAND	DATE & TIME OF CHECK IN	EQUIPMENT KIND, TYPE & IDENTIFICATION NUMBER	TOT	METHOD OF TRAVEL	INCIDENT OR ASSIGNMENT REPORTING LOCATION	INFO TO RESTAT TIME & INITIALS	DEMOBILIZED TIME * DATE

COMMENTS

CNRSW ICS Form 211-B (04/00)

Figure I-24B

GENERAL MESSAGE FORM		Page of	
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):	
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):	
FROM:	OFFICE:		
TO:	OFFICE:		
SUBJECT:			
MESSAGE:			
REPLY:			
TIME OF REPLY:	DATE OF REPLY:	REPLY FROM:	

CNRSW ICS Form 213 (04/00)

Figure I-25

UNIT LOG			Page	of
INCIDENT NAME:		TIME PREPARED:	PREPARED BY (Name & position):	
OPERATIONAL PERIOD (Time & date):		DATE PREPARED:	APPROVED BY (Name & position):	
UNIT NAME:	UNIT DESIGNATOR:		UNIT LEADER:	

PERSONNEL ROSTER ASSIGNED

NAME	ICS POSITION	HOME BASE

EVENTS LOG

TIME	MAJOR EVENTS

CNRSW ICS Form 214-A (04/00)

Figure I-26A

UNIT LOG	Page of
EVENTS LOG (Continued)	

TIME	MAJOR EVENTS

CNRSW ICS Form 214-B (04/00)

Figure I-26B

OPERATIONAL PLANNING WORKSHEET						Page of	
INCIDENT NAME:			TIME PREPARED:		PREPARED BY (Name & position):		
OPERATIONAL PERIOD (Time & date):			DATE PREPARED:		APPROVED BY (Name & position):		
DIVISION/GROUP OR OTHER LOCATION	WORK ASSIGNMENTS	RESOURCES (Show Strike Teams as ST)				REPORTING LOCATION	REQUESTED ARRIVAL TIME
		RESOURCE TYPE					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
		REQ					
		HAVE					
		NEED					
TOTAL RESOURCES REQUESTED	SINGLE RESOURCE				REMARKS:		
	STRIKE TEAM						
TOTAL RESOURCES ON HAND	SINGLE RESOURCE						
	STRIKE TEAM						
TOTAL RESOURCES NEEDED	SINGLE RESOURCE						
	STRIKE TEAM						
COMMENTS/NOTES:							

CNRSW ICS Form 215 (04/00)

Figure I-27

DEMOBILIZATION CHECK-OUT		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):
DEMOBILIZATION NUMBER:	UNIT/PERSONNEL RELEASED:	TRANSPORTATION TYPE/NUMBER:
MANIFEST NUMBER:	ACTUAL RELEASE TIME AND DATE:	DESTINATION:
UNIT LEADER RESPONSIBLE FOR COLLECTING PERFORMANCE RATING:		AGENCY/REGION/AREA NOTIFIED:

UNIT/PERSONNEL RELEASED ARE SUBJECT TO SIGNOFF FROM THE FOLLOWING
(Demobilization unit leader check the appropriate box)

LOGISTICS SECTION		SUPPLY UNIT		COMMUNICATIONS UNIT	
FACILITIES UNIT		GROUND SUPPORT UNIT		PLANNING SECTION	
DOCUMENTATION UNIT		FINANCE SECTION		TIME UNIT	
SAFETY OFFICER (Only if personnel is driving. Must be physically fit and rested prior to being released (4-hour minimum)		OTHER (Specify)		OTHER (Specify)	

COMMENTS/NOTES

CNRSW ICS Form 221 (04/00)

Figure I-28

LOGISTICS ORDER FORM		Page of
INCIDENT NAME:	TIME PREPARED:	PREPARED BY (Name & position):
OPERATIONAL PERIOD (Time & date):	DATE PREPARED:	APPROVED BY (Name & position):
RESOURCE (Include name, type, description, & quantity)		PRIORITY: ☐ EMERGENCY ☐ EXPEDITE
PERSONNEL/SPECIAL SKILLS:		NEEDED BY (Time & date):
INCIDENT/PROJECT ORDER NUMBER:	OFFICE REFERENCE NUMBER:	REQUEST NUMBER:

DELIVER/REPORT TO (Circle as appropriate):
OTHER (Specify)

EOC   DIR   PAO   SAFETY   LIAISON   OPS   PLANS   LOGISTICS   FINANCE   JAG

ICP   IC   PAO   SAFETY   LIAISON   OPS   PLANS   LOGISTICS   FINANCE   STAGING MGR

DESCRIPTIVE LOCATION/RESPONSE AREA:	COMMENTS:

LOGISTICS SECTION
(If this form does not need to go to the Finance Section, the resource unit and the requestor must be notified of resource ETA)

RESOURCE OBTAINED FROM (Agency, company, etc.):		PHONE NO:	FAX NUMBER:	ORDER NO.	QTY
COSTS	PER HOUR	PER DAY	PER RESOURCE	TOTAL COSTS	
CREWS					
OPERATORS					
TECHNICIANS					
OTHER (Specify)					

ACTION TAKEN:

ORDER PLACED BY:	TIME/DATE:

FINANCE SECTION
(The Finance Section is responsible for notifying the Resource Unit and requestor of resource ETA)

PO NUMBER:	EXECUTED BY (Name & position):	PHONE NUMBER:
EXECUTED DATE/TIME:	ETA REQUESTOR'S LOCATION:	DATE/TIME REQUESTOR NOTIFIED:

OTHER (Specify):

CNRSW ICS Form 222 (04/00)

Figure I-29

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex J

Humanitarian Services

1. **Discussion.** This annex provides specific role identification for key humanitarian action personnel, and delineates organization, command relationships, responsibilities and guidance in the area of humanitarian services.

2. **Personnel Requirements**. The following personnel and/or groups are concerned with humanitarian services and should be involved in planning and training for crisis response:

    a. The Regional Planning Agent (RPA).

    b. Commanders, commanding officers, officers in charge, and directors.

    c. Command Emergency Management Coordinators (EMC's).

    d. Family Services Centers.

    e. Public Affairs Officers.

    e. Staff Judge Advocates/Legal Officers.

    f. Medical Officers.

    g. Chaplains.

    h. Key leadership spouses.

    i. Command Ombudsman.

    j. Casualty Assistance Calls Officers (CACO)

3. **Responsibilities**

    a. Commanding Officer. The activity commanding officer has overall responsibility for the disaster preparedness of the command and all personnel. These responsibilities include:

        (1) Saving lives.

        (2) Reestablishing lines of authority.

(3) Minimizing loss of physical resources and damage to property.

(4) Provide assistance to other disaster relief organizations and officials.

(5) Provide humanitarian actions necessary to minimize human resource losses.

(6) Ensuring the command emergency management or self-help plan includes humanitarian services contingencies.

(7) Developing Memoranda of Understanding with local voluntary and quasi-governmental organizations (i.e. Navy Relief, Salvation Army, etc.) and submitting such agreements to the Regional Planning Agent (RPA) for review and approval.

(8) Planning for staff augmentation in the event of a crisis.

(9) Maintaining liaison with and carrying out direction from higher authority and other commands (NMPC, CHINFO, Inspector General, NMPC-64 Casualty Branch, Secretary of the Navy, COMNAVMEDCOM, NMPC-06 Legal office, the Comptroller of the Navy), and Principal and Regional Planning Agents, all of whom have responsibilities in the area of humanitarian services.

b. Family Services Center. The Family Services Center (FSC) shall be responsible for the following actions:

(1) Consulting with the commanding officer on family matters, military and community resources, and human services available to support affected commands.

(2) Directing service provision in the areas of crisis intervention, counseling, information and referral; support services provided to individuals and families; coordination of volunteers; critical incident stress debriefings and other educational services; and training for ombudsmen, command and public officials, and key spouses.

(3) Managing twenty-four hour outreach sites to support singles and families during the notification and casualty assistance phases of disaster relief operations.

(4) Coordinating and disseminating information to family members, the general public and first responders in disaster relief operations with close support and guidance from the Public Affairs Officer.

(5) Coordinating volunteers.

(6) Supporting ombudsmen, key spouses, and first responders.

(7) Coordinating civilian human services agency assistance as necessary in a mass casualty situation.

c. Public Affairs Officer (PAO). The role of the command PAO in humanitarian service crisis situations is outlined in Annex B of this instruction.

d. Staff Judge Advocate/Legal Officer. In addition to those areas of normal legal assistance the command Staff Judge Advocate/Legal Officer shall be responsible for the following in times of crisis:

(1) Acting as principal legal advisor to the commanding officer and other commanders affected by the crisis.

(2) Providing liaison with local, state, and federal disaster legal officials.

(3) Coordinating legal matters with higher authority.

(4) Coordinating legal and claims assistance centers for active duty, reservists, retirees, and dependents.

e. Medical/Dental Officer. The primary role of medical and dental officers assigned to Navy installations is defined in their BUMED guidance. Additionally, medical and dental officers assigned to the command shall be responsible for the following during disaster situations:

(1) Saving lives.

(2) Supporting first responders and continued disaster operations.

(3) Ensuring that environments hazards is within acceptable levels to continue working and/or living.

(4) Evaluating and controlling the medical aspects at the disaster site to the degree necessary to ensure that emergency medical service is provided to the injured.

(5) Providing the emergency medical personnel and equipment necessary for the establishment of triage, first aid, and medical emergency support care stations.

(6) Overseeing the preparation of casualties for evacuation at the scene of the disaster.

(7) Providing direct medical and dental services as needed.

(8) Coordinating all activities and assistance requirements from other health care providers, public safety

Enclosure (1)

officials, and environmental officials through the station on-site commander/officer in charge.

(9) Coordinating mortuary services and communicating next of kin information.

(10) Coordinating return of casualties and injured to appropriate facilities and communicating next of kin information.

(11)Providing psychiatric and social work services for first responders, survivors, and family members in the areas of crisis intervention, grief counseling, critical incidents stress debriefings, clinical services, educational services, etc.

(12) Producing higher headquarters medical status reports.

f.   Chaplain. Chaplains assigned to Navy installations play a major role in crisis situations, regardless of the nature, scope, and effect of the disaster. The chaplain shall be responsible for:

(1) Assisting, counseling, and comforting CACO's, and primary and secondary next of kin.

(2) Identifying outreach/housing sites for family members, family service centers, and other crisis assistance centers.

(3) Directing divine services, religious counseling, outreach services, visits to the sick and injured, memorial services, aftercare services, grief counseling, support groups, etc.

(4) Closely coordinating with FSC members, ombudsmen, and key spouse volunteer coordinators in community liaison, and resource acquisition and utilization.

(5) Assisting Public Affairs Officers as necessary.

(6) Ensuring twenty-four hour manning of chapels.

(7) Assisting the commanding officer, the FSC staff and volunteers, key leaders in disaster situations, first responders, ombudsmen, key spouses, human service providers, and other chaplains, as directed.

g.   Key Spouses. Although outside the official chain of command structure, key spouses often have extensive experience in dealing with spouses and other family members during crisis situations. Their system of response is often highly organized and they are well supported by their chains of command and Public Affairs Officers. On a voluntary basis, the role of key spouses in crisis situations shall be:

        (1) Acting as surrogate and unofficial spokespersons for the commanding officer.

        (2) Advising other key spouses.

        (3) Acting as problem solvers.

        (4) Acting as volunteer coordinators and morale monitors.

        (5) Assisting where needed within the crisis incident system.

    h. Casualty Assistance Calls Officer. The RPA is the CACO coordinator for the region. Commanding officers shall coordinate all CACO requests, including assistance in preparing for humanitarian service contingencies, with the RPA CACO coordinator.

          Enclosure (1)

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex K

Nuclear Reactor and Radiological Accidents

This annex outlines the responsibilities and required actions in the unlikely event of a nuclear reactor accident or radiological accident aboard a nuclear powered warship (NPW), or a radiological accident involving a radiological facility in the metro San Diego area. This annex must be labeled "NOFORN". The actual text of this annex may be obtained from the Regional Office of Emergency Management.

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex L

Definitions

1. **Afloat Unit**. Afloat units include all surface ships, submarines, boats, and watercraft. Afloat units moored to piers are technically tenant commands of the host command owning the pier. However, for emergency management and disaster preparedness purposes, afloat units shall follow the guidance of the Type Commander and/or Fleet Commander concerned.

2. **All Hazards**. Natural or man-caused events, without limitation, including civil disturbances, which may result in major disasters or emergencies.

3. **Area of Responsibility (AOR)**. A specified geographic area under the responsibility of the Regional Planning Agent or Sub-Regional Planning Agent. The AOR of Commander, Navy Region Southwest is all Navy activities and facilities within the States of California, Arizona, and Nevada, and all military support to civil authorities within those States.

4. **Assurance**. In the context of the Department of Defense Critical Asset Assurance Program (CAAP), assurance is a process of identifying assets deemed critical to the Department of Defense in peacetime, crisis and war; assessing the potential threats to these assets and the capabilities they provide; quantifying the likely non-availability to the Department of Defense under various hazard scenarios; identifying potential actions that can be taken to restore those assets (or functionality they provide) if they are lost, damaged, corrupted, or compromised; and identifying and recommending options to protect, mitigate, and improve the availability of these critical assets to the DOD organizations that own, use, and control them. It includes a range of activities to systematically inform planners and decision makers of the probability of availability and quality (e.g., integrity, reliability, confidentiality, survivability, endurability, capacity, adequacy) of specific assets or services under given scenarios; quantifying the likely impact of non-availability to the military operation or defense activity; and identifying and prioritizing

options to improve the likelihood of the availability of specific assets or services in specific scenarios. Examples of assurance activities that can improve the likelihood of asset availability include protection (preventing, by whatever means, the disruption or corruption of an asset); mitigation or moderation of the effects of disruption or corruption (by controlling the damage, providing alternative services, and reducing demand on the asset); and planning for and providing timely restoral or recovery. Alternatively, plans can be made to absorb the loss of otherwise anticipated services. Assurance of a critical asset is the responsibility of the owning or controlling DOD component.

5. **Automatic Response**. Actions taken independently by a military commander in anticipation of or during a civil emergency to save lives or prevent human suffering.

6. **Base Support Installation (BSI)**. An installation of any service or defense agency within a relative proximity to an operational area designated to preposition selected federal resources and provide inter-service (joint) administrative and logistical support to deployed DOD forces during domestic support operations. Functions may include, but are not limited to:

    a. Maintenance for common types of equipment.

    b. Supply and distribution.

    c. Forward assembly areas, marshalling, and staging or mobilization areas.

    d. Airfield operations, airfield control group, and airlift control.

    e. Administrative and logistical support to FEMA urban search and rescue teams.

    f. Transportation.

    g. Contracting and purchasing.

    h. Subsistence services.

    i. Emergency medical service.

7. **CIDCON**. Civil Defense Condition.

8. **Civil Authorities**. Elected and appointed public officials and employees who constitute the government of the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, and political subdivisions thereof.

9. **Civil Defense Emergency**. A national emergency resulting from devastation created by an enemy attack and requiring emergency operations during and following an attack. This emergency may also be proclaimed by appropriate authority in anticipation of an attack.

10. **Civil Defense**. Activities and measures designed to minimize effects upon the domestic civilian population caused by an enemy attack upon the United States.

11. **Civil Disaster**. Any domestic event having a significant potential for causing great loss of life, injury, human suffering, or property damage to the civilian community. Civil disasters include civil emergencies, civil disturbances, and situations requiring implementation of civil defense measures.

12. **Civil Disturbance**. An act of domestic violence or disorder prejudicial to public law and order within the 50 states, District of Columbia, Commonwealth of Puerto Rico, United States possessions and territories, or any political subdivision thereof. This includes all domestic conditions requiring the use of Federal Armed Forces under Chapter 15 of Title 10, United States Code.

13. **Civil Emergency**. Any domestic occurrence or threat other than civil disturbance or wartime emergency which may cause considerable injury or harm to the population or substantial loss of property.

14. **Civil Resources**. Resources that normally are not controlled by the government. These include manpower, food and water, health resources, industrial production, housing and construction, telecommunications, energy, transportation, minerals, materials, supplies, and other essential resources and services.

15. **Computer Emergency Response Team (CERT)**. An organization chartered by an information system owner to coordinate and/or accomplish necessary actions in response to computer emergency incidents that threaten the availability or integrity of its information systems.

16. **Continental United States Army (CONUSA)**. A regionally oriented command with geographic boundaries under the command of Forces Command. The CONUSA is a numbered Army and is the Commander, Forces

Command (COMFORSCOM) agent for mobilization, deployment, and domestic emergency planning and execution.

17. **Critical Asset**. Any facility, equipment, service or resource considered essential to DOD operations in peace, crisis and war and warranting measures and precautions to ensure its continued efficient operation, protection from disruption, degradation or destruction, and timely restoration. Critical assets may be DOD assets or other government or private assets, (e.g., industrial or infrastructure critical assets), domestic or foreign, whose disruption or loss would render DOD critical assets ineffective or otherwise seriously disrupt DOD operations. Critical assets include both traditional physical facilities or equipment, non-physical assets (such as software systems) or assets that are distributed in nature (such as command and control networks, wide area networks or similar computer-based networks).

18. **Declared Disaster/Emergency**. Any actual or threatened condition which, in the determination of the President, is of such severity and magnitude to warrant Federal assistance under Public Law 93-288 (Disaster Relief Act of .1974) to supplement State and local government efforts to relieve damage, hardship, and suffering.

19. **Defense Coordinating Officer (DCO)**. A military or civilian of any DOD Component, who has been designated by the DOD Executive Agent or responsible DOD Component to coordinate Military Support to Civil Authorities (MSCA) activities under DOD Directive 3025.1 (Series).

20. **Department of Defense Resource Data Base (DODRDB)**. The DODRDB is an automated emergency resource database which provides directories of emergency command headquarters (federal and state), directories of liaison personnel and emergency planners (Navy EPLO's), numbers and types of applicable military equipment on-hand, and specific DOD capabilities which might be available in an emergency.

21. **Departmental Operations Center (DOC)**. A facility used by a distinct discipline, such as fire, security, hazardous material, medical, public works, nuclear reactor accident or radiological accident response, etc., for centralized management of emergency response for the specific discipline.

22. **Disaster Field Office (DFO)**. The DFO is the office established in or near the designated disaster area to support Federal and State response and recovery operations. The DFO houses the FCO, the DCO,

and the ERT. The DFO will be collocated with or in close proximity to the SCO and support staff.

23. **Disaster Mitigation**. Actions taken well in advance of a destructive or disruptive event to lessen its impact. The four elements of disaster mitigation are hazards, risks, vulnerability, and disaster type.

24. **Disaster Preparedness**. All plans, programs and actions designed to ensure Navy installation survivability, and to minimize damage to property or injury to people due to man-made and natural disasters, or enemy attack on the United States, its territories, or possessions. Also, actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response to disasters. (Also see Emergency Management)

25. **Disaster Recovery**. Activity that returns vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels.

26. **Disaster Response**. Actions taken immediately before, during, or directly after an emergency occurs to save lives, minimize damage to property, and enhance the effectiveness of recovery.

27. **DOD Executive Agent**. The individual designated by position to have and to exercise the assigned responsibility and delegated authority of the Secretary of Defense. The Secretary of the Army is the DOD Executive Agent for the Department of Defense Critical Asset Assurance Program (CAAP), Military Assistance to Civil Authorities (MSCA), repatriation plans and operations, and most other emergency management related issues.

28. **DOD Infrastructure**. Infrastructure owned, operated or provided by the Department of Defense. DOD infrastructures include the Defense Information Infrastructure (DII), C4ISR, space, financial services, logistics, public works (includes DOD-owned or operated utilities, roads, rails and railheads and their interface to commercial and other government systems), personnel, health affairs and emergency preparedness. (Also see Infrastructure and National Infrastructure)

29. **DOD Installation**. A facility subject to the custody, jurisdiction, or administration of any DOD component. This term includes, but is not limited to, military reservations, installations, bases, posts, camps, stations, arsenals, or laboratories where a DOD component has operational responsibility for facility security and defense. Examples are facilities where

orders or regulations for protection and security have been issued by the military commander or other specified DOD official. Both industrial assets and infrastructure assets, not owned by the Department of Defense, may exist within the boundaries of a military installation.

30. **DOD Principal Planning Agent - CONUS**. The U.S. Commander in Chief, Joint Forces Command is the DOD Principal Planning Agent for the entire continental United States, Puerto Rico and the U.S. Virgin Islands.

31. **DOD Resources**. Military and civilian personnel (including selected and ready reservists of the military services), facilities, equipment, supplies, and services owned by, or under the Jurisdiction of a DOD Component, to include airlift and other transportation services.

32. **Emergency Management Coordinator (EMC)**. The designated command representative responsible for all emergency management and disaster preparedness related issues within the activity's area of responsibility.

33. **Emergency Management Plan**. A 3440 series command instruction developed and promulgated by the Regional and Sub-Regional Planning Agent as a single source document consisting of policy and procedures of how the command will prepare, respond, recover, and mitigate disasters, and all other emergency management and disaster preparedness related issues within the RPA and SRPA area of responsibility.

34. **Emergency Management**. All plans, programs and actions designed to ensure Navy installation survivability, and to minimize damage to property or injury to people due to man-made and natural disasters, or enemy attack on the United States, its territories, or possessions. Also, actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response to disasters. (Also see Disaster Preparedness)

35. **Emergency Operations Center (EOC)**. A pre-designated fixed or mobile facility from which centralized emergency management of all emergency response disciplines can be performed by an agency or jurisdiction to coordinate the overall agency or jurisdictional response and support to an emergency.

36. **Emergency Response Team (ERT)**. An ERT is an interagency team, consisting of the lead representative from each federal department or agency assigned primary responsibility for an Emergency Support

Function (ESF) and key members of the Federal Coordinating Officers (FCO's) staff. An ERT is formed to assist the FCO in carrying out coordination responsibilities.

37. **Emergency Support Function (ESF)**. A functional area of response activity established to facilitate coordinated federal assistance required after a major disaster or civil emergency to save lives, protect property and public health, and maintain public safety.

    a. ESF 1:   Transportation.

    b. ESF 2:   Communications.

    c. ESF 3:   Public Works and Engineering.

    d. ESF 4:   Fire Fighting.

    e. ESF 5:   Information and Planning.

    f. ESF 6:   Mass Care.

    g. ESF 7:   Resource Support.

    h. ESF 8:   Health and Medical Services.

    i. ESF 9:   Urban Search and Rescue.

    j. ESF 10:   Hazardous Materials.

    k. ESF 11:   Food.

    l. ESF 12:   Energy

38. **Federal Coordinating Officer (FCO)**. The senior Federal official appointed to act for the President in accordance with the provisions of 42 U.S.C. 5121, et. seq., as amended. The FCO represents the President for coordinating the administration of Federal relief activities in the designated disaster area.

39. **Federal Emergency Management Agency (FEMA)**. An independent federal agency that coordinates federal efforts and responsibilities to anticipate, prepare for, and respond to domestic emergencies and disasters.

40. **Federal Function**. Any function, operation, or action carried out under the laws of the United States by any department, agency, instrumentality, officer or employee of the United States.

41. **Federal Property**. That property which is owned, leased, possessed, or occupied by the Federal Government.

42. **Foreign Disaster**. A civil emergency that occurs outside the contiguous 48 states, Hawaii, Alaska, and United States territories and possessions.

43. **Host Command**. A Navy installation or consolidation of Navy activities which includes one or more tenant commands or ships. Most host commands are also Sub-Regional Planning Agents (SRPA). (Also see DOD Installation)

44. **Humanitarian Assistance**. Foreign disaster aid, equivalent to U.S. domestic disaster relief.

45. **Imminently Serious Condition**. An emergency produced condition of such severity that immediate assistance is required in order to save human life, prevent immediate human suffering, or mitigate great destruction or damage to property. Where the condition is of such severity that delay in awaiting instructions from higher authority is unwarranted, an active component military commander will take action as may be required and justified to save human life, prevent immediate human suffering, or mitigate major property damage or destruction.

46. **Incident Command Post (ICP)**. The field level of command and control where emergency personnel and resources carry out tactical missions, activities, and decisions in direct response to an incident.

47. **Incident Command System (ICS)**. A Navy command organization developed around five major required functions for an incident to establish lines of supervisory authority and formal reporting relationships. ICS is a combination of personnel, procedures, communications, facilities, and equipment operating within a common organizational structure with responsibility for the management of assigned resources to effectively accomplish stated objectives pertaining to an incident.

48. **Incident Commander (IC)**. The on-scene person at the field level in overall command of an incident.

49. **Industrial Asset**. Any factory, plant, building or structure used for manufacturing, producing, processing, repairing, assembling, storing, or distributing a product or components that supports a DOD component. A critical industrial asset is an industrial asset deemed essential to DOD operations or the functioning of a critical asset.

50. **Information Assurance**. Information operations that protect and defend information and information systems by ensuring their availability, integrity, authentication, confidentiality, and non-repudiation. This includes providing for restoration of information systems by incorporating protection, detection, and reaction capabilities. (See DOD Directive S-3600.1 (Series))

51. **Information System**. The entire infrastructure, organization, personnel and components that collect, process, store, transmit, display, disseminate and action information under DOD Directive S-3600.1 (Series).

52. **Infrastructure Asset**. Any infrastructure facility, equipment, service or resource that supports a DOD component. A critical infrastructure asset is an infrastructure asset deemed essential to DOD operations or the functioning of a critical asset.

53. **Infrastructure**. The framework of interdependent networks and systems comprising identifiable industries, institutions, and distribution capabilities that provide a continual flow of goods and services essential to the defense and economic security of the United States, the smooth functioning of government at all levels, or society as a whole.

54. **Installation**. A Navy command responsible for the plant property (buildings, etc.) of one or more tenant commands. An installation is not necessarily totally surrounded by one boundary and may include several other property locations. (Also see DOD Installation)

55. **Joint State Area Command (JSAC)**. Terminology for the state military headquarters (STARC) when it is federalized.

56. **Lead Operational Authority (LOA)**. LOA is that authority which has been delegated to a command or component to carry out specific missions, functions, and tasks for which it has resident experience.

57. **Major Disaster/Emergency**. See Declared Disaster/Emergency.

58. **Man-Caused Disaster**. Man-caused disasters include, but are not limited to riots, violence, civil strife, explosions, fires, weapons of mass destruction (WMD) events, nuclear, biological or/or chemical (NBC) events or epidemics.

59. **Military Resources**. Military and civilian personnel, facilities, equipment, supplies, or transportation services under control of a DOD component.

60. **Military Support to Civil Authorities (MSCA)**. Activities and measures taken by DOD components following a declared or undeclared peacetime or wartime disaster to assist civil emergency organizations in minimizing the effects upon the civilian population caused, or which would be caused, by natural or man-caused disaster, deal with the immediate emergency conditions which could be created by any such disaster, and effect emergency repairs to or the restoration of vital utilities and facilities destroyed or damaged by any such disaster.

61. **Mobilization Center**. The designated location at which response personnel and resources are received from the point of arrival and pre-positioned for deployment to a local staging area or directly to an incident site as required. A mobilization center also provides temporary support services, such as food and billeting, for response personnel prior to their deployment.

62. **National Emergency**. A condition declared by the President or by the Congress by virtue of powers vested in them which authorize certain emergency actions be undertaken in the mobilization of national resources.

63. **National Infrastructure**. Those infrastructures essential to the functioning of the nation and whose incapacity or destruction would have a debilitating regional or national impact. National infrastructures include telecommunications, electrical power systems, gas and oil transportation and storage, water supply systems, banking and finance, transportation, emergency services, and continuity of government operations.

64. **National Interagency Fire Center (NIFC)**. The NIFC is an Interagency Fire Control Center responsible for coordinating operations in forest and grassland fire emergencies occurring within the continental United States.

65. **National Interagency Incident Management System (NIIMS) Incident Command System (ICS)**. NIIMS ICS is a nationally recognized system currently in use by numerous federal, state, and local

organizations (e.g., some Area Committees under OPA). NIIMS ICS is a type of response management system that has been used successfully in a variety of emergency situations, including releases of oil or hazardous substances. NIIMS ICS provides a commonly understood framework that allows for effective interaction among response personnel. Organizing the ICP along the lines of the NIIMS ICS will allow the plan to dovetail with established response management practices, thus facilitating its ease of use during an emergency.

66. **National Security Emergency**. Any occurrence, including natural disaster, military attack, technological emergency, or other emergency that seriously degrades or threatens the national security of the United States.

67. **Natural Disaster**. Natural disasters include, but are not limited to floods, drought, fires, hurricanes, volcanic eruptions, earthquakes, or epidemics.

68. **Navy Activity**. A Navy component or organization with a Commander, Commanding Officer, Officer in Charge, Chief Petty Officer in Charge, or Petty Officer in Charge. A Navy activity may also have a civilian in charge. (Also see DOD Installation)

69. **Navy Emergency Preparedness Liaison Officer (EPLO)**. Selected Navy reserve officers who provide direct support to the RPA on emergency management/disaster preparedness issues and represent the RPA to the Fifth Continental U.S. Army (CONUSA-5), the State Adjutant General/State Area Command (STARC) for the States of California, Arizona and Nevada, and the Federal Emergency Management Agency (FEMA Region IX).

70. **Navy On-Scene Commander**. The Commander, Navy Region Southwest is the Navy On-Scene Commander for all incidents occurring within San Diego County. The Sub-Regional Planning Agent (SRPA) Commanding Officer shall be the Navy On-Scene Commander for all incidents occurring within their designated area of responsibility.

71. **Navy Resources**. Navy resources include all personnel, forces, equipment, supplies, and facilities.

72. **POTUS**. President of the United States.

73. **Principal Planning Agent (PPA)**. The designated representative of CNO responsible for planning, coordinating, and executing Navy response to disasters and emergencies, joint key asset protection, land defense for the Continental United States, and military

security for continental defense within the geographic area of responsibility.

74. **Region**. The geographic area of responsibility assigned to Commander, Navy Region Southwest that includes all Navy activities within the States of California, Arizona and Nevada.

75. **Regional Interagency Steering Committee (RISC)**. A regional interagency group chaired by the FEMA Regional Director and comprised of Federal departments and agencies that have a primary or secondary ESF responsibility in the Federal Response Plan.

76. **Regional Planning Agent (RPA)**. The designated representative of the PPA responsible for planning, coordinating, and executing Navy response to disasters and emergencies, joint key asset protection, land defense for the Continental United States, and military security for continental defense within the region.

77. **Self-Help Plan**. A plan develop by all Navy activities with in the region containing a series of emergency action plans that must to be performed before, during and after an emergency to ensure minimum loss of personnel, resources, and facilities, and help ensure continuation of command mission.

78. **Stand Alone Activity (SAA)**. A Navy activity not located within the geographical boundary of a Sub-Regional Planning Agent. A stand-alone activity may have a Commanding Officer, Officer in Charge, Chief Petty Officer in Charge, or civilian in charge. A stand-alone activity is also a tenant command. (Also see DOD Installation)

79. **State Area Command (STARC)**. A Department of the Army (DA) management headquarters responsible for mobilizing the State's Guard and getting them to their mobilization stations.

80. **State Coordinating Officer (SCO)**. The person appointed by the governor of the affected State to coordinate State and local response efforts with those of the Federal Government.

81. **State Military Headquarters**. A headquarters set up for Military Support to Civil Authorities (MSCA) planning and operations. The State headquarters and headquarters detachment of the Army National Guard comprise the State Military Headquarters.

82. **Sub-Regional Planning Agent (SRPA)**. The RPA assigned local representative responsible for planning, coordinating, and executing

all emergency management/disaster preparedness related issues within a specified geographic area of responsibility.

83. **Supporting Organization**. Organization (e.g., CINC, military service, etc.) which is to provide aid, as required, to another organization.

84. **Technical Attack**. An attack that can be perpetrated by circumventing or nullifying hardware or software protection mechanisms, or exploiting hardware or software vulnerabilities, rather than physical destruction or by subverting system personnel or other users.

85. **Tenant Command**. Generally, a tenant command is a Navy activity located within the geographic boundary of a Sub-Regional Planning Agent (SRPA). However, the San Diego area realignment initiative will change this definition to include all Navy activities not specifically designated as a SRPA regardless of location. (Also see DOD Installation)

86. **Terrorist Incident**. A form of civil disturbance defined as a distinct criminal act committed or threatened by a group or individual to advance a political objective which endangers safety or property. This definition does not include aircraft piracy emergencies.

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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 1

Emergency Management and Self-Help Plans

COMMAND:				UIC:
PERSON CONDUCTING ASSESSMENT:				RANK/GRADE/POSITION:
DATE THIS ASSESSMENT COMPLETED:				DATE OF LAST ASSESSMENT:
QUESTION	YES	NO	N/A	COMMENT
What is the date on the SRPA emergency management plan?				
Has the SRPA emergency management plan been approved by the RPA?				
Has the SRPA emergency management plan been published and distributed to all tenant commands?				
Is the SRPA emergency management plan designed to support the RPA?				
Does the SRPA emergency management plan contain an emergency response plan annex if the command maintains any hazardous materials as defined by the Regional Environmental Office?				

QUESTION	YES	NO	N/A	COMMENT
Does the SRPA emergency management plan contain guidance and standard operating procedures for: - The activity EMC? - Local area EOC operations? - Incident Command Post (ICP) operations? - Communications? - Police/Security? - Fire? - Medical? - Safety? - Public affairs? - Humanitarian services? - Supply/Logistics? - Staff civil engineer/Facilities? - Search and Rescue (SAR)? - Military Support to Civilian Authorities (MSCA)?				
Does the SRPA emergency management plan include procedures for nuclear, chemical, biological, and radiological accidents/incidents if applicable?				
Does the SRPA have a self-help plan from all tenant commands for emergencies or disaster for all occupied buildings based on the format provided by the				

RPA?				
QUESTION	YES	NO	N/A	COMMENT
Do all Navy activities not designated as a SRPA provide a database of resources and services available for emergencies and disasters to the SRPA or RPA as appropriate?				
Do all Navy activities not designated as a SRPA provide a prioritized list of buildings to be restored in the event of a major disaster to the SRPA or RPA as appropriate?				
Do all Navy activities not designated as a SRPA provide a planned population count of all military and civilian personnel to the SRPA or RPA as appropriate?				
Do all Navy activities not designated as a SRPA provide updated information annually or when changes occur?				
Does the SRPA emergency management plan include procedures for coordination with federal, state, local, and private agencies?				
Date of last emergency management tabletop and/or field training exercise?				
Is emergency management training documented?				

ADDITIONAL COMMENTS:

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 2

<u>Emergency Operations Center (EOC)</u>

COMMAND:			UIC:	
PERSON CONDUCTING ASSESSMENT:			RANK/GRADE/POSITION:	
DATE THIS ASSESSMENT COMPLETED:			DATE OF LAST ASSESSMENT:	
QUESTION	YES	NO	N/A	COMMENT
Does the SRPA have the ability to establish a functional EOC?				
Does the SRPA have the ability to establish a secondary EOC if the primary EOC is rendered inoperative?				
Does the SRPA have Standard Operating Procedures (SOP) for the EOC based on the Incident Command System (ICS)?				
Are copies of the SRPA emergency management plan, security plans, tenant command self-help plans, and SOPs available for all EOC personnel to use as reference?				
Is there adequate security provided for the EOC?				

QUESTION	YES	NO	N/A	COMMENT
Does the EOC have adequate radio communications with appropriate military organizations, departments, agencies, field components, and local civil agencies?				
Does the EOC have an adequate emergency power source?				
Does the EOC have immediate access to sufficient food and water to be totally self-sustaining for a reasonable period of time?				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

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Self Assessment Checklist 3

Incident Command Post (ICP)

COMMAND:			UIC:	
PERSON CONDUCTING ASSESSMENT:			RANK/GRADE/POSITION:	
DATE THIS ASSESSMENT COMPLETED:			DATE OF LAST ASSESSMENT:	

QUESTION	YES	NO	N/A	COMMENT
Does the SRPA have the ability to establish one or more functional incident command posts (ICP)?				
Does the SRPA have a vehicle specifically configured and equipped as a mobile ICP?				
Does the ICP contain a SOP with instructions for setting up and operating the post based on the Incident Command System (ICS)?				
Are copies of the SRPA emergency management plan, security plans, tenant command self-help plans, and SOP's available for all ICP personnel to use as reference?				
Are cellular telephones available in the ICP?				

QUESTION	YES	NO	N/A	COMMENT
Is a cellular fax machine available in the ICP?				
Does the ICP have adequate radio communications with appropriate military organizations, departments, agencies, field components, and local civil agencies?				
Does the ICP have an adequate independent power source?				
Was adequate security provided for the ICP?				
Does the ICP have immediate access to sufficient food and water to be totally self-sustaining for a reasonable period of time?				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 4

Communications

<table>
<tr><td colspan="3">COMMAND:</td><td colspan="2">UIC:</td></tr>
<tr><td colspan="3">PERSON CONDUCTING ASSESSMENT:</td><td colspan="2">RANK/GRADE/POSITION:</td></tr>
<tr><td colspan="3">DATE THIS ASSESSMENT COMPLETED:</td><td colspan="2">DATE OF LAST ASSESSMENT:</td></tr>
<tr><td>QUESTION</td><td>YES</td><td>NO</td><td>N/A</td><td>COMMENT</td></tr>
<tr><td>Does the SRPA have sufficient mobile and hand-held radios to equip all security, fire, medical, and other emergency vehicles and personnel that would be used in an emergency situation?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Does the SRPA have sufficient base station radios to equip the main dispatch center, the EOC, and all other stations that would be activated in an emergency situation?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Are the frequencies in all base station, mobile, and hand-held radios locally programmable?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Are there any costs involved in programming radios?</td><td></td><td></td><td></td><td></td></tr>
</table>

QUESTION	YES	NO	N/A	COMMENT
Does the RPA have an up to date list of all radio frequencies assigned to the command?				
If a radio repeater system is in use, does the repeater have an emergency power source in the event of normal power failure?				
Is adequate security provided for the repeater?				
Does the command have alternate radio communications ability in the event of total repeater failure?				
Does the command have an adequate number of radio frequencies available?				
Are call signs clearly established for the organizations and departments involved in the SRPA emergency management plan?				
Does the SRPA have at least two radio frequencies dedicated to security, two to fire, two to medical, one command general net, and one command emergency management net?				
Is the regional primary and secondary VHF disaster frequency and the UHF disaster talk group installed in all base, mobile and hand-held radios?				
To ensure regional compatibility, is the procurement of all communications equipment (radios, pagers, 911 emergency reporting systems, etc.) on all Navy activities throughout the region coordinated through the SRPA as appropriate and approved by the RPA?				

ADDITIONAL COMMENTS:

COMMAND FREQUENCY LIST

COMMAND		UIC:
TRANSMIT FREQUENCY:	CTCSS/PL TONE:	USER:
RECEIVE FREQUENCY:	CTCSS/PL TONE:	
TRANSMIT FREQUENCY:	CTCSS/PL TONE:	USER:
RECEIVE FREQUENCY:	CTCSS/PL TONE:	
TRANSMIT FREQUENCY:	CTCSS/PL TONE:	USER:
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COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 5

<u>Security</u>

COMMAND:	UIC:			
PERSON CONDUCTING ASSESSMENT:	RANK/GRADE/POSITION:			
DATE THIS ASSESSMENT COMPLETED:	DATE OF LAST ASSESSMENT:			
QUESTION	YES	NO	N/A	COMMENT
Does the command have any waivers and/or exceptions in effect that would degrade accomplishment of emergency management capability?				
Does the command physical security plan contain standard operating procedures with detailed required crisis management actions for natural or man-caused disasters, including fires, explosions, civil disturbances, major accidents, hostage situations, sabotage, bomb threats, etc.?				
Does the command Navy Security Force (NSF) receive specific emergency management training?				
Are training records maintained for each emergency exercise as well as actual emergency responses?				
Do all NSF and ASF personnel receive training on media contact by the Public Affairs Office?				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

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Self Assessment Checklist 6

<u>Fire</u>

COMMAND:				UIC:
PERSON CONDUCTING ASSESSMENT:				RANK/GRADE/POSITION:
DATE THIS ASSESSMENT COMPLETED:				DATE OF LAST ASSESSMENT:
QUESTION	YES	NO	N/A	COMMENT
Does the installation fire division participate in emergency management drills?				
Do Navy fire units in the field have radio communications with military security and medical assets, the EOC, and with local civilian fire assets?				
Are memorandums of understanding or mutual aid agreements in place allowing fire fighting assistance on and off base?				
Is the fire division staffed in accordance with DoD and OPNAV instructions?				
Are fire division personnel trained Emergency Medical Technicians?				

COMNAVREGSWINST 3440.1
12 Jan 01

QUESTION	YES	NO	N/A	COMMENT
Does the fire division provide hazardous material response or are agreements in place to support this requirement?				
ADDITIONAL COMMENTS:				

Enclosure (1)   M-18

REGIONAL EMERGENCY MANAGEMENT PROGRAM

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Self Assessment Checklist 7

<u>Medical</u>

(Inpatient and Ambulatory Care Facilities)

COMMAND:	UIC:
PERSON CONDUCTING ASSESSMENT:	RANK/GRADE/POSITION:
DATE THIS ASSESSMENT COMPLETED:	DATE OF LAST ASSESSMENT:

REFERENCES:

(a)   Accreditation Manual for Hospitals (AMH), 1995 Edition
    Accreditation Manual for Ambulatory
    Health Care (AMAHC), 1997 Edition

(b)   OPNAVINST 3440.16 (Series), Department of the Navy Civil Disaster
Assistance Program

(b)   BUMEDINST 3440.4 (Series), Activity Emergency Management Plan and
    Materials for Emergency Management Teams

QUESTION	YES	NO	N/A	COMMENT
Has a disaster risk analysis been done for the organization?				
Is there an on-going emergency management education program in place for all personnel within the organization?				
Is emergency management training documented?				
Does the SRPA emergency management plan outline the medical facilities plan to implement specific procedures for response to environmental or man-made events?				

QUESTION	YES	NO	N/A	COMMENT
Does the local medical facility have a written, detailed emergency management plan to handle a mass casualty situation?				
Is there documentation of semi-annual casualty drills?				
Are the drills held in conjunction with outside organizations?				
Does the SRPA emergency management plan outline the medical facility's role in a community-wide disaster?				
Does the SRPA emergency management plan delineate points of contact and chain of command for outside agency assistance?				
Has the medical facility developed and tested procedures for: - Total facility evacuation? - Alternative utility and power sources? - An emergency communications system?				
Have sites for radioactive, biological and/or chemical isolation and decontamination been identified?				
Have supplies and training been provided to medical staff personnel to decontaminate patients?				
QUESTION	YES	NO	N/A	COMMENT
Is there a reliable method for staff notification after regular hours?				
Is all staff recall rosters periodically updated and current?				
Does the SRPA emergency management plan include procedures for modifying or discontinuing less than essential services?				

QUESTION	YES	NO	N/A	COMMENT
Does the SRPA emergency management plan include patient movement plans within the facility?				
Is there a plan for short-term and long-term relocation of patients outside the facility?				
Is the medical facility's performance during the activation of the SRPA emergency management plan address the management of patients?				
Is the SRPA emergency management plan evaluated, documented, and reported to the JCAHO safety committee through the facility-wide information collection and evaluation system?				
Are there pre-positioned emergency supplies?				
Is there documentation of the supply inventories?				
Does the SRPA emergency management plan outline specific staff roles and responsibilities during a disaster?				
Is there a patient tracking system to manage a mass casualty situation in the medical facility?				
Is there a defined source of stretcher bearers?				
Is training provided for stretcher bearers?				
Is there a designated triage area at the medial facility?				
Has an alternate triage site been identified?				
Is there a patient tracking process from an accident scene to a medical facility?				
Are there identified medical field response teams?				
Is there a designated ambulance staging area?				

QUESTION	YES	NO	N/A	COMMENT
Is there an identified medial representative at: - The scene? - The ICP? - The EOC?				
Are the medical communications nets satisfactory for all needs?				
Is the medical communications nets tested during drills?				
Is there a medical care plan to implement if the facility is rendered unusable?				
Is there a plan to provide crisis counseling after an incident to medical responders?				
Is there a process for notifying the family of critical patients?				
Is there a plan to utilize volunteers at the medical facility?				
Is there a priority list of essential medical services that must be restored or expanded following a disaster?				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 8

<u>Safety</u>

COMMAND:				UIC:
PERSON CONDUCTING ASSESSMENT:				RANK/GRADE/POSITION:
DATE THIS ASSESSMENT COMPLETED:				DATE OF LAST ASSESSMENT:
QUESTION	YES	NO	N/A	COMMENT
Does the command have an effective safety program?				
Is the command safety organization involved in the command emergency management program?				
ADDITIONAL COMMENTS:				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 9

Public Affairs

COMMAND:	UIC:			
PERSON CONDUCTING ASSESSMENT:	RANK/GRADE/POSITION:			
DATE THIS ASSESSMENT COMPLETED:	DATE OF LAST ASSESSMENT:			
QUESTION	YES	NO	N/A	COMMENT
Does the command have an effective emergency management information program?				
Does the SRPA emergency management plan contain a public affairs annex detailing structure, organization, and reporting responsibilities of the Command Information Bureau (CIB)?				
Does the SRPA emergency management plan contain provisions for reception of relatives of injured and dead personnel, the general public, and the media?				
Does the SRPA emergency management plan contain provisions for dealing with local military and civilian television and radio stations?				
Does the SRPA emergency management plan contain specific guidance for notification of the Regional Public Affairs Office when appropriate?				

QUESTION	YES	NO	N/A	COMMENT
Is the command PAO knowledgeable on the procedures for disseminating information to the media and public?				
Does the command PAO maintain a current media case list of local news organizations accessible in emergency management operations?				
Does the command PAO maintain examples of press releases for emergency management operations?				
Are public affairs resource materials readily available to the EOC in the event the command PAO is detained?				
Are sufficient resources available to the command PAO in the EOC (or within reasonable proximity) for the creation and dissemination of news releases and advisories?				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 10

Humanitarian Services

COMMAND:				UIC:
PERSON CONDUCTING ASSESSMENT:				RANK/GRADE/POSITION:
DATE THIS ASSESSMENT COMPLETED:				DATE OF LAST ASSESSMENT:
QUESTION	YES	NO	N/A	COMMENT
Does the command have an effective humanitarian crisis response plan?				
Does the humanitarian crisis response plan incorporate responsibilities for: - Family services? - Public affairs? - Legal? - Medical? - Chaplain? - Key spouses and volunteers?				
Has the command designated a Humanitarian Crisis Response Director (HCR)?				
Is a regular inventory made of available emergency management physical, human, and fiscal resources?				

QUESTION	YES	NO	N/A	COMMENT
Have staffing augmentation plans for key participants for humanitarian operations been developed?				
Are there Memoranda of Understanding (MOU's) with local authorities for augmentation?				
Does the command legal office have a personnel augmentation plan for the humanitarian crisis response plan?				
Has the command legal office taken a leadership role in planning the establishment of a survivor assistance center?				
Are the possible direct or indirect effects of a disaster on schools and day care centers located on the installation adequately considered?				
Is there close coordination between command family service groups, the chaplain's office, and public affairs office for emergency planning?				
Do elements of the command family service groups, the chaplain's office, and public affairs office meet to discuss emergency management issues regularly?				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 11

Supply/Logistics

<table>
<tr><td colspan="4">COMMAND:</td><td colspan="3">UIC:</td></tr>
<tr><td colspan="4">PERSON CONDUCTING ASSESSMENT:</td><td colspan="3">RANK/GRADE/POSITION:</td></tr>
<tr><td colspan="4">DATE THIS ASSESSMENT COMPLETED:</td><td colspan="3">DATE OF LAST ASSESSMENT:</td></tr>
<tr><td>QUESTION</td><td>YES</td><td>NO</td><td>N/A</td><td colspan="3">COMMENT</td></tr>
<tr><td>Does the command have an effective supply/logistics program to deal with disasters?</td><td></td><td></td><td></td><td colspan="3"></td></tr>
<tr><td>Does the command have portable generators, emergency food and water rations, first aid supplies, stretchers, blankets, sanitary facilities, sand bags, tools, etc., to support military operations during disaster situations?</td><td></td><td></td><td></td><td colspan="3"></td></tr>
</table>

<table>
<tr><td>ADDITIONAL COMMENTS:</td></tr>
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ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 12

Staff Civil Engineer/Facilities

COMMAND:				UIC:
PERSON CONDUCTING ASSESSMENT:				RANK/GRADE/POSITION:
DATE THIS ASSESSMENT COMPLETED:				DATE OF LAST ASSESSMENT:
QUESTION	YES	NO	N/A	COMMENT
Does the command have an effective staff civil engineer/facilities program to deal with disasters?				
Are all air, ground and water assets considered in the SRPA emergency management plan?				

ADDITIONAL COMMENTS:

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

Annex M

Self Assessment Checklist 13

Search and Rescue (SAR)

COMMAND:			UIC:	
PERSON CONDUCTING ASSESSMENT:			RANK/GRADE/POSITION:	
DATE THIS ASSESSMENT COMPLETED:			DATE OF LAST ASSESSMENT:	
QUESTION	YES	NO	N/A	COMMENT
Does the command have a Search and Rescue (SAR) program?				
Does the command SAR program involve Military Support to Civilian Authorities (MSCA)? If so, describe the extent of MSCA SAR.				
Are there memoranda of understanding or mutual aid agreements in effect with local authorities for SAR?				
ADDITIONAL COMMENTS:				

ADDITIONAL COMMENTS:

COMMANDER, NAVY REGION SOUTHWEST

REGIONAL EMERGENCY MANAGEMENT PROGRAM

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Self Assessment Checklist 14

Military Support to Civilian Authorities (MSCA)

<table>
<tr><td colspan="3">COMMAND:</td><td colspan="2">UIC:</td></tr>
<tr><td colspan="3">PERSON CONDUCTING ASSESSMENT:</td><td colspan="2">RANK/GRADE/POSITION:</td></tr>
<tr><td colspan="3">DATE THIS ASSESSMENT COMPLETED:</td><td colspan="2">DATE OF LAST ASSESSMENT:</td></tr>
<tr><td>QUESTION</td><td>YES</td><td>NO</td><td>N/A</td><td>COMMENT</td></tr>
<tr><td>Does the command have an effective program for dealing with Military Support to Civilian Authorities (MSCA)?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Does the SRPA emergency management plan include specific procedures for MSCA?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Does the command adhere to the specific requirements of OPNAVINST 3440.16 (Series), CINCPACFLTINST 3440.1 (Series), and this instruction in providing MSCA?</td><td></td><td></td><td></td><td></td></tr>
<tr><td>Does the SRPA emergency management plan provide for adequate and approved mutual support and aid agreements with local civil agencies?</td><td></td><td></td><td></td><td></td></tr>
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ADDITIONAL COMMENTS:

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